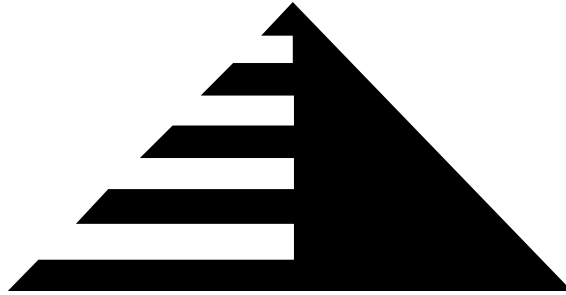


**San Diego Regional Continuum of Care Council  
2013 NOFA Renewal Programs**



**Regional Continuum of Care Council**

# **Renewal Project Evaluation Overview & Scoring Tool Instructions**

## Renewal Project Evaluation Overview & Scoring Tool Instructions

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## Renewal Project Evaluation Overview & Scoring Tool Instructions

### I. Introduction

Each year the U.S. Department of Housing and Urban Development (HUD) publishes a Notice of Funding Availability (NOFA) for Continuum of Care (CoC) funds for housing programs and services for people who are homeless. HUD's Continuum of Care (CoC) Program serves as a major source of funding for the wide array of homeless services and supportive housing in San Diego, California. The Regional Continuum of Care Council (RCCC) is the coordinated body for HUD's CA-601 San Diego Continuum of Care.

In HUD Fiscal Year 2012, there were 58 projects awarded a total of \$15,708,015 including 55 renewal projects and 3 new projects. For the HUD Fiscal Year 2013, San Diego CoC's Annual Renewal Demand (ARD) had grown to \$15,912,638 for a total of 53 projects (a reduced number of projects due to consolidation).

HUD has indicated the Fiscal Year 2013 national renewal demand will exceed available HUD CoC funds. The federal budget limitation will reduce the HUD CoC allocation to San Diego. HUD has indicated funding reductions are expected to be in the 5% - 10% range. If funding is reduced by 7.5%, for example, San Diego's ARD would be reduced to \$15,202,851. To ensure the San Diego Regional Continuum of Care Council (RCCC) has the opportunity to prioritize projects in the event that HUD is not able to fund all renewals, an objective process for project evaluation and funding strategies has been established and are detailed in this document.

The RCCC will review every housing and services program requesting renewal funding through the HUD CoC NOFA process. This document outlines the submission of project information for renewal programs under the FY2013 HUD NOFA. To ensure the Joint CoC application is competitive and fully funded, RCCC reserves the right to amend these requirements and/or issue additional requirements as needed and in response to criteria issued in the FY2013 HUD NOFA.

### II. 2013 Local Renewal Submission Process

Each year, HUD releases a Notice of Funding Availability (NOFA) detailing the requirements for applying for CoC Program funding. HUD requires each project application is reviewed and ranked in order of local priority by a group of community stakeholders. In San Diego, the group of stakeholders is the Regional Continuum of Care Council (RCCC).

In anticipation of the HUD NOFA release, the RCCC issued a call for project information and established evaluation criteria to be used as part of the 2013 NOFA process. Each year, the Regional Continuum of Care Council conducts a review of existing projects that are eligible for renewal under the U.S. Department of Housing and Urban Development (HUD) notice of funding availability for Continuum of Care homeless assistance programs. Required documents are submitted electronic via a secure online Dropbox established for each project in July 2013.

The application process for renewals includes three phases:

**Level I** - a review to verify project eligibility for renewal and meets local performance standards.

**Level II** – a review to assure project meets minimum points standards and establishes ranking for funding strategies and submission to HUD.

**HUD Project Application** – completion of HUD required project sections of the federal application required for submittal in *e-snaps*.

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### 1. Level I: Information submitted by August 8, 2013 includes:

- A cover page indicating agency and project name, grant number that is eligible for renewal and includes request total amount for each budget category and the total number of beds / units for the 2013-2014 operating year.
- An Annual Performance Review (APR) for the period July 1, 2012 through June 30, 2013 for each project funded by HUD.
- One copy of the most recent Independent Audit completed for the agency applicant or sponsor
- One copy of HUD or Local Monitoring Letters, or a statement that no local or HUD monitoring reviews have occurred.
- Data Quality information from HMIS. This information is contained in Question 7 of the APR. This report should include all Universal Data Elements (UDE) and the Program Specific Data Elements (PSDEs).
- First time renewal projects serving families or youth only households must submit a copy of the organization's Educational Assurances Policy
- First time renewal projects must submit a copy of their organization's Code of Conduct.
- Verification of current registration of an Authorized Organizational Representative (AOR) in the SAMS \*(previously called the Central Contractor Registry (CCR)).

### 2. Level II: Information submitted by October 11, 2013 includes:

- **Match/Leverage Letter** – A separate signed letter on agency letterhead detailing the dollar amount and source of matching funds and additional leveraged funds being committed to each project for the new term.
- **APR Submission Verification** – A screenshot from e-snaps showing the date of the project's most recent APR submission via e-snaps.
- **Collaborative APR** – All projects, including projects with multiple partners must have a complete Annual Performance Report (APR) for the period July 1, 2012 through June 30, 2013 in their Dropbox. The single APR must include all program information rolled up for the entire project. The APR does not need to include the financial sections of the APR. Some collaborative projects submitted partial APRs as part of their Level I documents – complete APRs must now be submitted with Level II. Single projects that submitted a complete APR as part of Level I do not need to resubmit an APR.
- **Participation information** - Additional RCCC meeting attendance, Committee participation, Point In Time Count participation, Housing Inventory Chart accuracy and HMIS participation information will be submitted by Lead HMIS, Committee Chairs, and RCCC staff.

### 3. HUD Project Application: (date to be set after the 2013 NOFA is released):

- Submission of the official HUD application materials. The RCCC expects HUD will again require a consolidated application, previously known as Exhibit 1 and Exhibit 2. Once the HUD NOFA is released, the RCCC will provide the relevant HUD Exhibits, certifications, and information to be completed by applicants.

## Renewal Project Evaluation Overview & Scoring Tool Instructions

### III. What's NEW for the 2013 Renewal Evaluation Process?

This year's evaluation process relies on objective data and is heavily weighted upon project outcomes. Below is a comparison of 2012 point allocations compared to 2013 point allocations.

2012 Scoring Breakdown			2013 Scoring Breakdown		
<b>Project Outcomes</b>	<b>34</b>	<b>26%</b>	<b>Project Outcomes</b>	<b>47</b>	<b>47%</b>
Housing Outcome	14		Housing Outcome	20	
Income Outcome	10		Income Outcome	15	
Non Cash Benefits	10		Non Cash Benefits	12	
<b>Project Performance</b>	<b>23</b>	<b>18%</b>	<b>Project Performance</b>	<b>10</b>	<b>10%</b>
APR submitted	4		APR Submitted	1	
Bed Utilization	3		Bed Utilization	4	
Leverage	6		Leverage	5	
Housing Emphasis	10		Housing Emphasis	0	
<b>Agency Performance</b>	<b>15</b>	<b>12%</b>	<b>Agency Performance</b>	<b>10</b>	<b>10%</b>
HUD Monitoring	7		HUD Monitoring	5	
Fiscal audit	8		Fiscal audit	5	
<b>CoC Strat Planning</b>	<b>30</b>	<b>23%</b>	<b>CoC Strategic Planning</b>	<b>10</b>	<b>10%</b>
Attendance	15		Attendance	5	
Subcommittee	15		Subcommittee	5	
<b>HMIS/PIT</b>	<b>28</b>	<b>22%</b>	<b>HMIS/PIT</b>	<b>23</b>	<b>23%</b>
HIC on time	4		HIC on time	2	
HIC matched	6		HIC matched	2	
Local PIT participation	1		Local PIT participation	2	
Null Missing Value	15		Null Missing Value	15	
All beds covered	1		All beds covered	1	
HMIS Participation	1		HMIS Participation	1	
<b>TOTAL</b>	<b>130</b>		<b>TOTAL</b>	<b>100</b>	

All projects will be evaluated by the outcomes accomplished during the same term (July 1, 2012 – June 30, 2013). The RCCC's Rating & Review Committee developed program-specific evaluation tools and all programs (PSH, TH & SSO, and SH) will be measured on program-specific performance goals, scored, and rated as a high performing, moderately performing, low performing, or failing performing projects relative to other programs and established RCCC goals.

In addition, the RCCC will begin to implement a performance & quality improvement process this year. The Scoring Tool is an evaluation instrument that will be one means of identifying low performing projects and projects with other significant performance or project quality concerns in order to assist such projects in creating a performance/quality improvement plan, monitoring execution of plans to assure progress, and providing targeted technical assistance as needed to support project sponsor efforts.

## IV. Renewal Project Review Process

The following outlines key steps and aspects of the 2013 project review and evaluation process:

### 1. Renewal Submission and Threshold Review

Submission protocol and schedule:

- All Project Drop boxes will be reviewed for completeness after 5:00 p.m. October 11<sup>th</sup>.
- If documentation is found to be missing or an obvious error is discovered, the agency will have until the close of the business day following notification to submit the corrected documentation to their Dropbox.

### 2. Project Evaluation

Projects will be evaluated based on measures detailed in the Evaluation Tool section and an overall project score and performance rating will be determined. Evaluation methodologies and ranges for each measure are detailed in the Project Evaluation Methodology Section. Additional criteria may be added based on the release of the 2013 HUD CoC NOFA.

Review and evaluation will consist of submitted project materials and participation reports from the HMIS Lead and RCCC. The RCCC Scoring Committee will review all submitted information and issue a project score and performance rating. Scoring calculations may result in fractional project scores and scores will be rounded to the nearest two decimal points (.05).

Communication of preliminary evaluation results and ranking will be posted on the County of San Diego Housing and Community Development website [http://www.sdcountry.ca.gov/sdhcd/homeless/supportive\\_housing\\_program.html](http://www.sdcountry.ca.gov/sdhcd/homeless/supportive_housing_program.html)) and project names, overall scores, and rankings will be emailed to the Full RCCC electronic distribution list.

There are projects that are not included in the scoring process. In 2013 those projects include only:

- Existing Regional Task Force on the Homeless' HMIS Projects
- Regional Task Force on the Homeless' new HMIS Capacity Building Project funded in 2012 CoC Application.
- The San Diego Housing Commission's new Rapid Re-Housing Project funded in 2012 CoC Application.
- Recent Projects that have not yet completed a full operating term.
- The County of San Diego Housing and Community Development's Planning Grant

Compilation of final renewal project list and scoring information will be retained internally for performance and quality improvement process and will be utilized in the event of budget restrictions imposed by HUD; renewal project scores, in conjunction with established CoC priorities, will be used to determine the final project ranking and possible tier assignment, as applicable, for the HUD consolidated application and to assign project performance rating (high, moderate, low and failing).

Each project's combined score will be published, and projects will be grouped by their assigned project performance rating as follows:

1. **HIGH Performing Projects** – defined as 90% of adjusted range and above
2. **MODERATELY Performing Projects** – defined as 89.9% – 60% of adjusted range
3. **LOW Performing Projects** – defined as 59.9%- 30% of adjusted range
4. **FAILING Projects** – defined as 29.9% of adjusted range and below

The adjusted range is determined by the project with the highest total points in scoring. Project type is not a factor.

### **Appeals Process**

To assure the ability of the RCCC to take effective action, appeals to decisions made by consensus will be limited to factors related to a violation of established process or HUD policies. Disagreement with the results of a decision that followed appropriate process will be deemed invalid. Appeals will be limited to:

- Verified Conflicts of interest
- RCCC Established voting policies or procedures
- Violation of locally established rules (such as procurement or review)
- Technical breach of regulations established by HUD or other funding sources
- Technical error (such as mathematical miscalculation)

Appeals process for scoring: Projects wishing to appeal scoring must submit the appeal in writing using the “Appeals Form” in section X of these instructions via an email to the contacts listed in section VIII by 5:00p.m. the third business day after ranked list is published. Scoring Committee will review appeals and communicate their final decisions. Applicants disputing appeals decisions made by the Scoring Committee may appeal to the RCCC Steering Committee via an email to the contacts listed in section VIII by 5:00p.m. the third business day after appeal decisions are issued. Steering Committee decisions are final.

## **V. Renewal Project Evaluation Methodology**

Performance data for each renewal project will be reviewed by the RCCC Scoring Committee and will be calculated using the 2013 Renewal Project Scoring Tool. The Scoring Tool is a comprehensive, multi-tabbed Excel workbook.

### **Scoring Categories**

All renewal projects are scored in each of the following categories:

1. Project Outcomes – Maximum Value = 47 points
2. Project Performance – Maximum Value = 10 points
3. Agency Performance – Maximum Value = 10 points
4. CoC Strategic Planning – Maximum Value = 10 points
5. HMIS/PIT – Maximum Value = 23 points

### **Scoring Detail**

The chart below depicts how the points are allocated to each category, how the points are awarded, and the source of the data.

<b>2013 Scoring Detail</b>			
<b>Project Outcomes</b>	<b>47</b>	<b>47%</b>	<b>Point Allocation</b>
Housing Outcome	20		<b>TRANSITIONAL HOUSING/SSO</b> – Percent of total program exits to HUD Defined Permanent Housing <ul style="list-style-type: none"> <li>▪ If you score 80%+ = 20 points</li> <li>▪ If you score 70-79.9% = 19 points</li> <li>▪ If you score 65- 69.9% = 18 points (<i>HUD Threshold &amp; 90% of points allocated</i>)</li> <li>▪ If you score 60-64.9% = 17 points</li> <li>▪ If you score 55-59.9% = 16 points</li> <li>▪ If you score 50-54.9% = 15 points</li> <li>▪ If you score 45-49.9% = 10 points</li> <li>▪ If you score 35-44.9% = 6 points</li> <li>▪ If you score 25-34.9% = 2 points</li> <li>▪ If you score 24.9 or below = 0 points</li> </ul> <i>Notes: Goals from 2012 HUD Application include: “3A. CoC Strategic Planning Objective 3: Increase</i>
			<b>Data Source</b> Level I Submitted APR Questions #29 (Total exits to PH/Total exits) Includes client stays of <90days

# Renewal Project Evaluation Overview & Scoring Tool Instructions

	<p><i>the percentage of participants in the CoC funded TH that move into PH to 65% or more. 43% actual; 51%-2013; 67%-2017; 75%-2022.</i></p> <p><b><u>SAFE HAVEN</u></b> – Percent of total clients remaining in the permanent housing program and client exiting to HUD defined permanent housing.</p> <ul style="list-style-type: none"><li>▪ If you score 80%+ = 20 points</li><li>▪ If you score 70-79.9% = 19 points</li><li>▪ If you score 65- 69.9% = 18 points (<i>HUD Threshold &amp; 90% of points allocated</i>)</li><li>▪ If you score 60-64.9% = 17 points</li><li>▪ If you score 55-59.9% = 16 points</li><li>▪ If you score 50-54.9% = 15 points</li><li>▪ If you score 45-49.9% = 10 points</li><li>▪ If you score 35-44.9% = 6 points</li><li>▪ If you score 25-34.9% = 2 points</li><li>▪ If you score 24.9 or below = 0 points</li></ul> <p><b><u>PERMANENT HOUSING</u></b> – Percent of total clients remaining in the permanent housing program and client exiting to HUD defined permanent housing.</p> <ul style="list-style-type: none"><li>▪ If you score 92%+ = 20 points</li><li>▪ If you score 82% – 91.9% = 19 points</li><li>▪ If you score 77-81.9% = 18 pts (<i>HUD Threshold &amp; 90% of points allocated</i>)</li><li>▪ If you score 72-76.9% = 17 points</li><li>▪ If you score 67-71.9% = 16 points</li><li>▪ If you score 62-66.9% = 15 points</li><li>▪ If you score 57-61.9% = 10 points</li><li>▪ If you score 47-56.9% = 6 points</li><li>▪ If you score 37-46.9%=2 points</li><li>▪ If you score 36.9 or below = 0 points</li></ul>	<p>Level I Submitted APR Question #29a1, 29a2, 27/Total served)</p> <p>Includes Leavers and Stayers</p> <p>Level I Submitted APR Question #29a1, 29a2, 27/Total served)</p> <p>Includes Leavers and Stayers</p>
<p><b>Income Outcome</b>      15</p> <p>All Income                      10</p> <p>Earned Income                      5</p>	<p><b><u>ALL INCOME</u></b></p> <ul style="list-style-type: none"><li>▪ If you score 90%+ = 10 points</li><li>▪ If you score 85% = 9.5 points</li><li>▪ If you score 80% - 84.9% = 9 points</li><li>▪ If you score 70% - 79.9% = 8.5 points</li><li>▪ If you score 60% - 69.9% = 8 points</li><li>▪ If you score 50% - 59.9% = 7.5 points</li><li>▪ If you score 40% - 49.9% = 5points</li><li>▪ If you score 30% - 39.9% = 3 points</li><li>▪ If you score 25% - 29.9%= 1 points</li><li>▪ If you score 24.9% or below=0 points</li></ul> <p><b><u>EMPLOYMENT</u></b></p> <ul style="list-style-type: none"><li>▪ If you score 30%+ = 5 points</li><li>▪ If you score 25% - 29.9%=4.75 points</li><li>▪ If you score 20% - 24.9%=4.5 points</li><li>▪ If you score 18% - 19.9%=4.25 points</li><li>▪ If you score 15% - 17.9%=4 points</li></ul>	<p>Level I Submitted APR Question #23 and Question #24 Includes Stayers</p> <p>Level I Submitted APR Question #25 Includes Leavers and Stayers</p>

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		<ul style="list-style-type: none"> <li>If you score 12% - 14.9%=3.75 points</li> <li>If you score 10% - 11.9%=2.5 points</li> <li>If you score 8% - 9.9% = 1.5 points</li> <li>If you score 5% - 7.9%= .5 points</li> <li>If you score 4.9% or below = 0 points</li> </ul> <p><i>Notes: Goals from 2012 HUD Application include: "3A. CoC Strategic Planning Objective 4: Increase % of participants in all CoC-funded projects that are employed at program exits to 20% or more. 21% actual 2012; 23%-goal 2013; 30%-2017; 35%-2022.</i></p>	
Non Cash Benefits	12	<p><b>Non Cash – Mainstream Benefits</b></p> <ul style="list-style-type: none"> <li>If you score 60%+ = 12 points</li> <li>If you score 50%-59.9% = 11.4 points</li> <li>If you score 40% - 49.9%=10.8 points</li> <li>If you score 35%-39.9% =10.2 points</li> <li>If you score 30% - 34.9% = 9.6 points</li> <li>If you score 25% - 29.9% =9 points</li> <li>If you score 20% - 24.9% = 6 points</li> <li>If you score 12% - 19.9% = 3.6 points</li> <li>If you score 8% - 11.9%= 1.2 points</li> <li>If you score 7.9% or below = 0 points</li> </ul> <p><i>Notes: Goals from 2012 HUD Application include: "3A. CoC Strategic Planning Objective 5: Increase % of participants in all CoC funded projects that obtained mainstream benefits at program exit to 20%. 38%-actual 2012; 40%-goal 2013; 50%-2017; 65%-2022.</i></p>	Level I Submitted APR Question #26 Includes Leavers and Stayers

Project Performance	10	10%	Point Allocation	Data Source
APR Submitted on time	1		1 point if on time	Level II e-snaps screenshot
Bed Utilization	5		5 points if rates falls between 85% and 105%	<p>Level I Submitted APR Question #8 Average # persons for <u>individuals</u> served/year round beds from Housing Inventory Count (HIC)</p> <p>Level I Submitted APR Question #9 Average # of households for <u>families</u> /year round units from HIC</p>
Leverage	4		<p>1:2 Ratio = 4 points</p> <p>1:1.5 Ratio = 3 points</p> <p>1:1 Ratio = 2 points</p>	Level II Leverage Letters Match + Leverage amount/Request Amount

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<b>Agency Performance</b>	<b>10</b>	<b>10%</b>	<b>Point Allocation</b>	<b>Data Source</b>
HUD Monitoring	5		Monitored and no finding or concerns = 5pts Monitored with concerns/findings with letter of correction = 3.5 points Not monitored = 3.5 points	Level I submission
Fiscal audit	5		No deficiencies = 5 points Technical/corrected=3.5 points 1 finding = 2.5 points	Level I submission

<b>CoC Strat Planning</b>	<b>10</b>	<b>10%</b>	<b>Point Allocation</b>	<b>Data Source</b>
Attendance	5		>75% attendance = 5 points	RCCC Records
Subcommittee	5		Participation Y/N = 5 points Committee participation = 75% attendance as reported by Chair	RCCC Records

<b>HMIS/PIT</b>	<b>23</b>	<b>23%</b>	<b>Point Allocation</b>	<b>Data Source</b>
HIC on time	2		On Time Y/N = 2 points/0 points	RTFH Report
HIC bed #s matched or exceed	2		Y/N = 2 points/0 points	e-snaps Exhibit 2 Question #4b compared to HIC
Local PIT participation	2		Participation Y/N = 2 points/0 points	RTFH Report
Null Missing Value	15		Start with 15 pts and deduct 3 pts for ea. field with greater than 10% Null/Missing for Universal Data Elements (UDE) and Program Specific Data Elements (PSDE) to 0.	APR Question #7
All homeless beds w/i project in HMIS	1		RTFH report Y/N = 1 point/0 points	RTFH Report
HMIS Participation	1		RTFH report Y/N = 1point/0 points	RTFH Report

<b>TOTAL</b>	<b>100</b>			
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## VI. Specific Scoring Tool Instructions

### Level I – Project Eligibility Evaluation Instructions

The Evaluation Tool has one Level I tab, consisting of four questions that will be answered through a review of the Level I submitted documents in each Project's Dropbox.

- Is the applicant eligible for the program indicated?
- Is the project eligible for renewal?
- Did the project provide required documents?
- Were documents submitted complete and on time?

The following information is needed to complete the Level I questions:

- Program Eligibility
- Grandfathered In status and explanation, if applicable
- Grant Number
- Grantee Name
- Grant Expiration Date
- APR Submission Information
- Independent Agency Audit and/or A-133 Report

Scoring Sheet for 2013 RCCC Rating and Review Process for RENEWAL PROJECTS ONLY				
Project Name:	ABC Project			
Sponsor/Agency Name:	ABC Company			
<b>2013 FIRST LEVEL REVIEW</b> (eligibility)				
<b>Is the applicant eligible for the program indicated?</b>				
	YES	NO	(place an 'x' in the correct box)	
Governmental agency:				
Non-profit provider:	X			
Victim Service Provider:				
Other:				
<b>Is the project eligible for renewal?</b>				
Current grant number:	abc			
Current grantee name:	ABC Company (must be the same as prior year)			
	YES	NO	(place an 'x' in the correct box)	
Grant expires in 2013?	X		Date expires:	
<b>Provided required documents?</b>				
	YES	NO	(place an 'x' in the correct box)	
Most recently completed APR:	X		(should be in E-Snaps)	
Independent agency audit and/or A-133:	X		NOTE: agencies that have an A-133 already have the regular audit done and only need to	
<b>IF INELIGIBLE, STOP! DO NOT FORWARD FOR FURTHER REVIEW.</b>				
<b>Were documents submitted complete and on time?</b>				
	YES	NO	SCORE	
Complete?		x	-1	Place an "X" in the appropriate box
On time?		x	-1	Place an "X" in the appropriate box
<b>POINTS DEDUCTED FROM TOTAL SCORE:</b>			-2	
			Reviewed By:	Enter initials

Figure 1. Level I Tab from Renewal Scoring Tool

Information will be entered for each question using Level I documents including Cover Page. Projects with late Level I or Level II local submissions will lose 1 point. Projects with incomplete submissions will lose 1 point.



## Level II TRANSITIONAL HOUSING (TH) AND SUPPORTIVE SERVICES ONLY (SSO) DETAILED SCORING INSTRUCTIONS

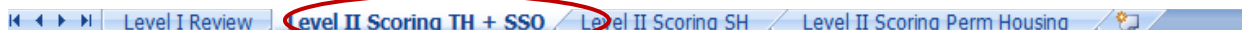


Figure 4. Scoring Tool Tab Screen Shot

### Section 1: Project Outcomes

Use July 1, 2012 – June 30, 2013 APR to complete questions in Section 1. The letters in the formula of each example (A+B) and red letters in each screenshot correspond to the “Reference” letter in the Scoring Tool (Column F).

### Program Basic Information – Clients Served Breakdown

The Evaluation Tool uses the following pieces of data multiple times throughout tool. Insert these values from Question #7 from the APR at the beginning of the tool to auto-populate in appropriate cells.

#### 7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	E8 327
Total number of records for Adults Only	E9 327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	E10 265

Figure 5. Question #7 from APR

### Question 1 – Housing Outcome (TH & SSO)

**Housing Outcome**– Percentage of leavers exiting to permanent housing (Source: APR Q29a1, Q29a2, Q7)

Note: the formula includes removing the number of deceased from the denominator.

<b>Formula:</b>	<p>Q29a1: Total number exit to permanent destination with length of stay more than 90 days + Q29a2: Total number exit to permanent destination with length of stay 90 days or less</p> <p>Q7: Total Leavers – (Q29a1: Total “Deceased” Other destinations with length of stay more than 90 days + Q29a2: Total “Deceased” Other destinations with length of stay less than 90 days)</p>
<b>Example:</b>	$\frac{A + B}{C - (D + E)} = \frac{35 + 93}{265 - (0 + 0)} = .483 = 48.3\%$

Renewal Project Evaluation & Scoring Tool Instructions  
 IMPORTANT: **TRANSITIONAL HOUSING** AND **SUPPORTIVE SERVICES** ONLY PROJECT INSTRUCTIONS

**29a1. Destination by Household Type and Length of Stay (All Leavers who Stayed More than 90 Day:  
 Number of Leavers in Households**

**Permanent Destinations**

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Owned by Client, no Ongoing Subsidy	0	0	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing subsidy	16	16	0	0	0
Rental by Client, with VASH Subsidy	2	2	0	0	0
Rental by Client, with other Ongoing Subsidy	1	1	0	0	0
PSH for Homeless Persons	0	0	0	0	0
Living with Family, Permanent Tenure	8	8	0	0	0
Living with Friends, Permanent Tenure	8	8	0	0	0
<b>Subtotal</b>	<b>A 35</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Temporary Destinations**

Emergency Shelter	1	1	0	0	0
TH for Homeless Persons	0	0	0	0	0
Staying with Family, Temporary Tenure	0	0	0	0	0
Staying with Friends, Temporary Tenure	1	1	0	0	0
Place Not Meant for Human Habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	0	0	0	0	0
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Institutional Settings**

Foster Care	0	0	0	0	0
Psychiatric Facility	0	0	0	0	0
Substance Abuse or Detox Facility	1	1	0	0	0
Hospital (non-Psychiatric)	0	0	0	0	0
Jail or Prison	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Other Destinations**

Deceased	<b>D 0</b>	0	0	0	0
Other	0	0	0	0	0
Don't Know/Refused	1	1	0	0	0
Information Missing	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 6. Question # 29a1 from APR

**29a2. Destination by Household Type and Length of Stay (All Leavers who Stayed 90 Days or Less)**

Number of Leavers in Households

**Permanent Destinations**

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Owned by Client, no Ongoing Subsidy	1	1	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing subsidy	5	5	0	0	0
Rental by Client, with VASH Subsidy	0	0	0	0	0
Rental by Client, with other Ongoing Subsidy	1	1	0	0	0
PSH for Homeless Persons	1	1	0	0	0
Living with Family, Permanent Tenure	53	53	0	0	0
Living with Friends, Permanent Tenure	32	32	0	0	0
<b>Subtotal</b>	<b>93</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Temporary Destinations**

Emergency Shelter	0	0	0	0	0
TH for Homeless Persons	117	117	0	0	0
Staying with Family, Temporary Tenure	0	0	0	0	0
Staying with Friends, Temporary Tenure	0	0	0	0	0
Place Not Meant for Human Habitation	2	2	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	1	1	0	0	0
<b>Subtotal</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Institutional Settings**

Foster Care	0	0	0	0	0
Psychiatric Facility	1	1	0	0	0
Substance Abuse or Detox Facility	6	6	0	0	0
Hospital (non-Psychiatric)	1	1	0	0	0
Jail or Prison	3	3	0	0	0
<b>Subtotal</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Other Destinations**

Deceased	0	0	0	0	0
Other	2	2	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	0	0	0	0	0
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 7. Question #29a2 from APR

**7. HMIS or Comparable Database Data Quality**

Total number of records for All Clients	327
Total number of records for Adults Only	327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

Figure 8. Question #7 from APR

## Question 2 – Income from Any Source Outcome (TH & SSO)

**Income Outcome – All Income from any source** – Percentage of adult leavers and stayers who maintained or increased their cash income (Except the maintenance of \$0 income) (Source: APR Q23, Q24, Q7)

<b>Formula:</b>	$\frac{[(Q23: \text{Total adult leavers same income} + \text{more income}) + (Q24: \text{Total adult stayers same income} + \text{more income})] - (Q23: \text{total adult leavers same no income} + Q24: \text{total adult stayers same no income})}{Q23: \text{Total Adult Leavers} + Q24: \text{Total Adult Stayers}}$		
<b>Example:</b>	$\frac{(F + G + H + I) - (J + K)}{L + M} = \frac{(204 + 60 + 31 + 29) - (189 + 21)}{265 + 62} = .3486 = 34.86\%$		

### 23. Client Monthly Cash-Income Amount - Adult Leavers

Client Monthly Cash-Income Amount Number of Adult Leavers							
Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income Change	Average Change (\$) Monthly Income per Adult
No Income	232	190		J 189	43	0	\$65.73
\$1 - \$150	2	19	0	0	2	0	\$524.50
\$151 - \$250	2	14	0	0	2	0	\$523.20
\$251 - \$500	8	8	0	3	5	0	\$203.75
\$501 - \$750	7	10	0	5	2	0	\$139.57
\$751 - \$1,000	6	7	0	3	3	0	\$253.17
\$1,001 - \$1,250	3	6	0	2	1	0	\$33.33
\$1,251 - \$1,500	0	4	0	0	0	0	0
\$1,501 - \$1,750	2	1	1	0	1	0	(\$350.00)
\$1,751 - \$2,000	0	2	0	0	0	0	0
\$2,001 +	3	4	0	2	1	0	\$285.33
Don't Know/Refused	0	0				0	
Missing/No Follow-up	0	0				0	
<b>Total</b>	<b>265 L</b>	<b>265</b>	<b>1</b>	<b>F 204</b>	<b>60 G</b>	<b>0</b>	<b>\$81.99</b>

### 24. Client Monthly Cash-Income Amount by Entry and Latest Status

Client Monthly Cash-Income Amount by Entry and Latest Status Number of Adult Stayers							
Program Entry	Income at Entry	Follow-up Total	Less Income at Follow-up	Same Income at Follow-up	More Income at Follow-up	Unknown Income Change	Average Change (\$) Monthly Income per Adult
No Income	48	21		K 21	25	2	\$426.80
\$1 - \$150	1	9	0	0	1	0	\$2,000.00
\$151 - \$250	1	8	0	0	1	0	\$427.00
\$251 - \$500	1	1	0	1	0	0	\$0.00
\$501 - \$750	2	2	0	1	1	0	\$274.00
\$751 - \$1,000	5	5	0	5	0	0	\$0.00
\$1,001 - \$1,250	0	1	0	0	0	0	0
\$1,251 - \$1,500	1	3	0	1	0	0	\$0.00
\$1,501 - \$1,750	1	4	0	0	1	0	\$1,146.00
\$1,751 - \$2,000	2	3	0	2	0	0	\$0.00
\$2,001 +	0	3	0	0	0	0	0
Don't Know/Refused	0	0				0	
Missing/No Follow-up	0	2				0	
<b>Total</b>	<b>62 M</b>	<b>62</b>	<b>0</b>	<b>H 31</b>	<b>29 I</b>	<b>2</b>	<b>\$395.90</b>

Figure 9. Question #23 and Question #24 from APR

### Question 3 – Employment Outcome (TH & SSO)

**Employment Outcome** – Percentage of adults with earned income (Except adults over 62 years old) (Source: APR Q25a1, Q25b1, Q7, Q16)

Please note the formula includes removing the number of adults over the age of 62 from the denominator.

<i>Formula:</i>	$\frac{\text{Q25a1: Total adult leavers with earned income} + \text{Q25b1: Total adult stayers with earned income}}{\text{Q7: Total Adults} - \text{Q16: Number of adult aged 62+}}$	
<i>Example:</i>	$\frac{N + O}{P - Q} = \frac{29 + 13}{327 - 6} = .131 = 13.1\%$	

#### 25a1. Cash Income Types by Exit Status - Leavers

Cash-Income Sources				
Type of Cash-Income Sources by Number of Persons - Leavers				
	Total	Adults	Children	Age Unknown
Earned Income	29	29	0	0
Unemployment Insurance	3	3	0	0
SSI	5	5	0	0
SSDI	2	2	0	0
Veteran's Disability	2	2	0	0
Private Disability Insurance	0	0	0	0
Worker's Compensation	0	0	0	0
TANF or Equivalent	0	0	0	0
General Assistance	1	1	0	0
Retirement (Social Security)	1	1	0	0
Veteran's Pension	3	3	0	0
Pension from Former Job	0	0	0	0
Child Support	0	0	0	0
Alimony (Spousal Support)	0	0	0	0
Other Source	34	34	0	0
<b>TOTAL</b>	<b>80</b>	<b>80</b>	<b>0</b>	<b>0</b>

#### 25b1. Cash-Income Sources - Stayers

Cash-Income Sources				
Type of Cash-Income Sources by Number of Persons - Stayers				
	Total	Adults	Children	Age Unknown
Earned Income	13	13	0	0
Unemployment Insurance	1	1	0	0
SSI	5	5	0	0
SSDI	0	0	0	0
Veteran's Disability	3	3	0	0
Private Disability Insurance	0	0	0	0
Worker's Compensation	0	0	0	0
TANF or Equivalent	0	0	0	0
General Assistance	2	2	0	0
Retirement (Social Security)	1	1	0	0
Veteran's Pension	0	0	0	0
Pension from Former Job	1	1	0	0
Child Support	0	0	0	0
Alimony (Spousal Support)	0	0	0	0
Other Source	20	20	0	0
<b>TOTAL</b>	<b>46</b>	<b>46</b>	<b>0</b>	<b>0</b>

Figure 10. Question# 25a1 and Question #25b1 from APR

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: TRANSITIONAL HOUSING AND SUPPORTIVE SERVICES ONLY PROJECT INSTRUCTIONS**

**7. HMIS or Comparable Database Data Quality**

Total number of records for All Clients	327
Total number of records for Adults Only	<b>P 327</b>
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

**16. Age**

Age Number of Persons in Households					
	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Under 5	0	0	0	0	0
5 - 12	0	0	0	0	0
13 - 17	0	0	0	0	0
18 - 24	44	44	0	0	0
25 - 34	94	94	0	0	0
35 - 44	72	72	0	0	0
45 - 54	90	90	0	0	0
55 - 61	21	21	0	0	0
62+	<b>Q 6</b>	6	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	0	0	0	0	0
Age Error (Negative Age or 100+)	0	0	0	0	0
<b>Total</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 11. Question #7 and Question #16 from APR

**Question 4 – Non-Cash Benefits Outcome (TH & SSO)**

**Non-Cash Benefits** – Percentage of adults who were in receipt of non-cash benefits (Source: APR Q26a2, Q26b2)

<b>Formula:</b>	$\frac{\text{Q26a2: Total adult leavers with 1+ sources} + \text{Q26b2: Total adult stayers with 1+ source}}{\text{Q26a2: Total Adult Leavers} + \text{Q26b2: Total Adult Stayers}}$
<b>Example:</b>	$\frac{R + S}{T + U} = \frac{23 + 13}{265 + 62} = .110 = 11.0\%$

**26a2. Non-Cash Benefits by Exit Status - Leavers**

Client Non-Cash Benefits by Exit Status  
 Number of Non-Cash Benefits by Number of Persons - Leavers

	Total	Adults	Children	Age Unknown
No Sources	240	240	0	0
1+ Source(s)	23	<b>23 R</b>	0	0
Don't Know / Refused	1	1	0	0
Missing this Information	1	1	0	0
<b>TOTAL</b>	<b>265</b>	<b>265 T</b>	<b>0</b>	<b>0</b>

**26b2. Number of Non-Cash Benefit Sources - Stayers**

Client Non-Cash Benefits by Exit Status  
 Number of Non-Cash Benefits by Number of Persons - Stayers

	Total	Adults	Children	Age Unknown
No Sources	48	48	0	0
1+ Source(s)	13	<b>13 S</b>	0	0
Don't Know / Refused	0	0	0	0
Missing this Information	1	1	0	0
<b>TOTAL</b>	<b>62</b>	<b>62 U</b>	<b>0</b>	<b>0</b>






Figure 12. Question #26a2 & Question #26b2 from APR

## Section 2: Project Performance

Use e-snaps for Question 5, Level I APR and HIC for Question 6, and e-snaps screenshot or last year's Exhibit 2 for Question 7.

### Question 5 – APR Submitted On Time (TH & SSO)

Use e-snaps screenshot to determine submission date: Was most recent APR submitted within 90 days after the end of the project's previous operating year? Enter Y or N in the Raw Data field and the points will auto populate the "Score Formula" column of the Scoring Tool.

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
 SDHC Merged Grant 085050	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant		Sep 27, 2013 7:18:27 PM
 SBCH La Posada 084921	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:51:41 PM
 San Diego LGBT Community Center - Del Mar Grant 085003	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:35:33 PM
 Pathfinders of San Diego-Streamview 081122	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:57:36 PM
 TACHS Cove Apartments 085906	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:37:46 PM

**SDHC Merged Grant APR Submission Documentation**

**All projects submitted on time.**

Figure 13. E-snaps screen shot of APR submission submitted with Level II

### Question 6 – Bed Utilization (TH Only)

Choose the ONE CALCULATION below that applies to the program (A-Singles, B-Families, or C-Mixed). The Cover Page submitted with Level I will indicate Target Population. If the calculation result falls within locally decided range of 85% to 105%, enter 5 in the Raw Data field on the Scoring Tool. If result does not fall within range, enter 0 in “Raw Data” field.

Use APR Q.8 (Persons Served), APR Q.9 (Households Served), and HIC Report.

#### A. Project Serving Singles

Numerator: APR Q.8, Average number of singles served

Denominator: HIC, Total number of beds for singles

#### B. Project Serving Families

Numerator: APR Q.9, Average number of families in households served (PITC Total January + Total April + Total July + Total October; Divide Total Sum by 4)

Denominator: HIC, Total number of units for families

#### C. Mixed Project

Numerator: Average number of persons in families served (PITC Total January + Total April + Total July + Total October; Divide Total Sum by 4) + Average number of singles served

Denominator: HIC, Total number of units for households with families + Total number of beds for singles

**Bed Utilization (Singles only, Families, OR Mixed (singles and families) – Average daily unit utilization rate during the operating year [Sources: APR Q8, Q9 & Housing Inventory Count (HIC)]**

#### A. Project Serving Singles

<i>Formula:</i>	$\frac{\text{Q8: Total average number of single persons served}}{\text{HIC: Total number of beds for singles}}$		
<i>Example:</i>	$\frac{V}{W} = \frac{58.7}{64} = .9172 = 91.72\%$		

### 8. Persons Served During the Operating Year by Type

Number of Persons in Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Adults	327	327	0	0	0
Children	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0
Missing information	0	0	0	0	0
<b>TOTAL</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>	<b>0</b>

Average Number of persons Served Each Night

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Average Number of Persons	58.7	58.7	0	0	0

Point-in-Time Count of Persons on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	51	51	0	0	0
April	65	65	0	0	0
July	59	59	0	0	0
October	59	59	0	0	0

Figure 14. Question #8 from APR

Year	Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	CH Beds	Year-Round Beds
2013	TH	Organization ABC	Program 123	61116	C		SMF	NA	Yes	0	0	12	0		12
2013	TH	Organization ABC	Program 456	63924	C		SM	NA	Yes	0	0	36	0		36
2013	ES	Organization XYZ	Program 357	63210	C	Facility-based beds	SMF	NA	No	0	0	64	0		0
2013	ES	Organization DEF	Program 369	63924	C		SMF	VET	Yes	0	0	10	0		10
2013	PSH	Organization DEF	Program 258	63210	C		SM	NA	Yes	0	0	6	0		6

Figure 15. Screen shot of the Housing Inventory Chart (HIC)

### B. Project Serving Families

Formula:	$\frac{(Q9: \text{Total PITC of households with children and adults served: January} + \text{April} + \text{July} + \text{October}) / 4}{\text{HIC: Total number of units with children}}$	
Example:	$\frac{(X + Y + Z + AA) / 4}{BB} = \frac{(26 + 26 + 24 + 28) / 4}{26} = 1 = 100\%$	

## 9. Households Served During the Operating Year

Number of Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Households	122	18	104	0	0

Point-in-Time Count of Households Served on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	34	8	26 X	0	0
April	34	8	26 Y	0	0
July	29	5	24 Z	0	0
October	34	6	28 AA	0	0

Figure 16. Question #9 from APR

Year	Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	CH Beds	Year-Round Beds
2013	TH	Organization ABC	Program 123	61116	C		HC	NA	Yes	15	3	0	0		15
2013	TH	Organization ABC	Program 456	60720	C		HC	NA	Yes	109	18	0	0		109
2013	PSH	Organization DEF	Program 258	63210	C		SM	NA	Yes	143	26 BB	0	0		6
2013	ES	Organization XYZ	Program 357	61116	C		HC	NA	Yes	19	5	0	0		19
2013	ES	Organization DEF	Program 369	61116	N		HC	NA	Yes	0	0	6	0		6

Figure 17. Screen shot of the Housing Inventory Chart (HIC)

### C. Mixed - Projects Serving Both Singles and Families

<b>Formula:</b>	$\frac{(Q8: \text{Total average number of single persons served}) + [(Q9: \text{Total PITC of households with children and adults: January} + \text{April} + \text{July} + \text{October}) / 4]}{\text{HIC: Total number of beds households w/out children} + \text{HIC: Total number of units households with children}}$
<b>Example:</b>	$\frac{CC + DD}{EE + FF} = \frac{58.7 + 26}{64 + 26} = 0.9411 = 94.11\%$

**Note:** For mixed projects, use example screen shots for projects serving singles and projects serving families (above) for guidance in formula.

## Question 7 – Leverage (TH & SSO)

Use leverage letters submitted with Level II in Dropbox for the total Match and Leveraged funds. Use the Cover Page submitted with Level I in Dropbox for the total HUD Award Amount Request amount.

Formula:	$\frac{\text{Total Match and Leveraged Amount}}{\text{Total Request}}$	
Example:	$\frac{GG}{HH}$	$\frac{\$1,000,000}{\$500,000}$

ABC ORGANIZATION LETTERHEAD

October 3, 2013

San Diego Regional Continuum of Care

**RE: Project Cash Match - for Grant Awarded out of the 2013 NOFA, ABC PROJECT, Program Year 2/1/14 – 1/31/15**

To Whom It May Concern:

This letter confirms that \$125,000 will be provided to meet HUD cash match requirements for our ABC Program for the 2014 program year, which will begin on February 1, 2014.

The sources of this cash match are a local grant from the San Diego Housing Commission, client rent, a contract with the Veteran's Administration, and private contributions. These funds have been and will continue to be available between February 1, 2014 and January 31, 2015.

In addition to the aforementioned cash match, an additional \$875,000 will be provided as program leverage above and beyond the mandatory cash match. The sources of these additional leverage are land local foundation grant, client rent, and private contributions. These funds have been and will be to be available between February 1, 2014 and January 31, 2015

**GG**

A total of \$1,000,000 will be matched and leveraged.

If you have additional questions regarding this information, please do not hesitate to contact me at 619-

Figure 18. Sample Leverage Letter

BUDGET for ONE YEAR (Last one approved by HUD)	HUD Award Amount
Acquisition /Rehab	0
Relocation Assistance	0
Leasing	0
Rental Assistance	0
Supportive Services	250,000
Operations	225,000
HMIS	10,109
Administration	14,891
<b>TOTAL</b>	<u>500,000</u>

**HH**

Figure 19. Cover Page Snapshot

## Section 3: Agency Performance

Use HUD Level I submission of the most recent Independent Audit (A-133) and HUD or Local Monitoring Letter, or a statement that no local or HUD monitoring reviews have occurred for both questions in Section 3.

### Question 8 – HUD Monitoring (TH & SSO)

If HUD Level I submission of HUD or Local Monitoring Letter shows “Monitored: no findings/concerns,” enter 5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission of HUD or Local Monitoring Letter shows, “Monitored: concerns and/or findings with letter of correction,” enter 3.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission of HUD or Local Monitoring Letter shows, “Not monitored,” enter 2.5 in the Raw Data field on the Scoring Tool.

### Question 9 – Fiscal Accountability (TH & SSO)

If HUD Level I submission of organizational audit shows “No Deficiencies,” enter 5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “Technical/Corrected,” enter 3.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “1 Finding,” enter 2.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “2+ Findings,” enter 0 in the Raw Data field on the Scoring Tool.

AGENCY PERFORMANCE Maximum Value = 10 pts					
	</				

Figure 20. Agency Performance Scoring Tool Snapshot

## Section 4: CoC Strategic Planning

RCCC records will be used for both questions in Section 4.

### Question 10 – RCCC Attendance (TH & SSO)

If RCCC records indicate attendance was at least 75%, enter Y in the Raw Data field; if records indicate attendance was not at least 75%, enter N in the Raw Data field. The points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 11 – Committee/Action Group Participation (TH & SSO)

If RCCC records indicate attendance was at least 75%, enter Y in the Raw Data field; if records indicate attendance was not at least 75%, enter N in the Raw Data field. The points will auto populate the “Score Formula” column of the Scoring Tool.

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: TRANSITIONAL HOUSING AND SUPPORTIVE SERVICES ONLY PROJECT INSTRUCTIONS**

CoC STRATEGIC PLANNING Maximum Value = 10 pts					
	Instructions	Reference	Raw Data	Score Formula	Total Points
#10 - Attendance @ RCCC = 75%+ (5 pts) Data Source: RCCC sign-in sheet	Enter Y/N in cell at right			0.0000	0.0000
#11 - Sub-Committee or Action Group Participation (5 pts) Data Source: Committee participation = 75% attendance as reported by chair	Enter Y/N in cell at right			0.0000	0.0000
Total Points Assigned Agency Performance Section					0.0000

Figure 21. Strategic Planning Scoring Tool Snapshot

## Section 5: Homeless Management Information System (HMIS)/Point In Time Count (PIC)

Use RTFH Report for Questions 12, 14, 16, and 17; use HIC Comparison and most recent APR for Question 13 and Question 15.

### Question 12 – HIC Info Submitted On Time (TH & SSO)

Use RTFH Report to answer: Was HIC Info submitted on time? Enter Y or N in the Raw Data field and the points will auto populate the "Score Formula" column of the Scoring Tool.

### Question 13 – HIC Info Match/Exceed HUD Funded Beds (TH & SSO)

Use HIC Comparison (see figure #15) and e-snaps Exhibit 2 Question.4B to answer: Does HIC info match or exceed HUD funded beds? Enter Y or N in the Raw Data field and the points will auto populate the "Score Formula" column of the Scoring Tool.

### Question 14 – Point In Time Count Participation (TH & SSO)

Use RTFH Report to answer: Was there Point In Time Count participation? Enter Y or N in the Raw Data field and the points will auto populate the "Score Formula" column of the Scoring Tool.

### Question 15 – HMIS Data Quality: Percent Null Values (TH & SSO)

Use Level I APR Question #7 to answer. **Null Missing Values – Percentage of Missing Data (Source: APR Q7)**

Enter the missing data for each data element in the Raw Data Column on the Scoring Tool. Enter the Total Number of Clients in the Raw Data Column on the Scoring Tool. The percentages and point allocations will auto populate. 3 Points are deducted for each field that has a greater than 10% null/missing value for Universal Data Elements (UDEs) and Program Specific Data Elements (PSDEs). The final point total in the Raw Data field on the Scoring Tool will auto populate.

Formula:	(Q7: Total Number of Clients with Missing Data (per element))  if > 10% = 3 points deducted if <= 10%=0 points deducted
Example:	(Q7: Total Number of Clients) XX/GGG <10% = 0 pts deducted 1/327 = .003 < less 10% = 0 pts deducted

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: TRANSITIONAL HOUSING AND SUPPORTIVE SERVICES ONLY PROJECT INSTRUCTIONS**

**7. HMIS or Comparable Database Data Quality**

Total number of records for All Clients	GGG	327
Total number of records for Adults Only		327
Total number of records for Unaccompanied Youth		0
Total number of records for Leavers		265

Data Element	Don't Know or Refused	Missing Data
First Name	0	II 0
Last Name	0	JJ 0
SSN	0	KK 0
Date of Birth	0	LL 0
Race	0	MM 0
Ethnicity	1	NN 0
Gender	0	OO 0
Veteran Status	1	PP 0
Disabling Condition	2	QQ 0
Residence Prior to Entry	1	RR 0
Zip of Last Permanent Address	0	SS 0
Housing Status (at entry)	0	TT 0
Income (at entry)	1	UU 0
Income (at exit)	1	VV 0
Non-Cash Benefits (at entry)	2	WW 1
Non-Cash Benefits (at exit)	1	XX 1
Physical Disability (at entry)	0	YY 0
Developmental Disability (at entry)	0	ZZ 0
Chronic Health Condition (at entry)	0	AAA 0
HIV / AIDS (at entry)	0	BBB 0
Mental Health (at entry)	0	CCC 0
Substance Abuse (at entry)	0	DDD 0
Domestic Violence (at entry)	2	EEE 0
Destination	1	FFF 0

Figure 22. Question #7 from APR

**Question 16 – All Beds Covered (TH & SSO)**

Use RTFH Report to answer: Were all beds covered in HMIS? Enter Y or N in the Raw Data field and the points will auto populate the "Score Formula" column of the Scoring Tool.

**Question 17 – HMIS Participation (TH & SSO)**

Use RTFH Report to answer: Was there HMIS participation? Enter Y or N in the Raw Data field and the points will auto populate the "Score Formula" column of the Scoring Tool.

HMIS/PIT Maximum Value = 23 pts				
	Instructions	Reference	Raw Data	Score Formula
#12 - HIC info submitted on time? (2 pts) Data Source: RTFH Report	Enter Y/N in cell at right		y	2.0000
#13 - Does HIC info match/exceed the HUD funded beds (2 pts) Data Source: HIC and Q4B of Ex. 2 (total beds)	Enter Y/N in cell at right		y	2.0000
#14 - Point in Time Count Participation (2 pt) Data Source: RTFH Report	Enter Y/N in cell at right		y	2.0000
#15 - Percent Null Values (15 pts) Data Source: APR Q.7	Start with 15 points and deduct 3 points for each field that has a greater than 10% missing data for UDEs and PSDEs to 0.		Raw Data Missing Data	
	First Name	II	0	0%
	Last Name	JJ	0	0%
	SSN	KK	0	0%
	Date of Birth	LL	0	0%
	Race	MM	0	0%
	Ethnicity	NN	0	0%
	Gender	OO	0	0%
	Veteran Status	PP	0	0%
	Disabling Condition	QQ	0	0%
	Residence Prior to Entry	RR	0	0%
	Zip of Last Permanent Address	SS	0	0%
	Housing Status (at entry)	TT	0	0%
	Income (at entry)	UU	0	0%
	Income (at exit)	VV	0	0%
	Non-cash Benefits (at entry)	WW	1	0%
	Non-cash Benefits (at exit)	XX	1	0%
	Physical Disability (at entry)	YY	0	0%
	Developmental Disability (at entry)	ZZ	0	0%
	Chronic Health Condition (at entry)	AAA	0	0%
	HIV/AIDS (at entry)	BBB	0	0%
	Mental Health (at entry)	CCC	0	0%
	Substance Abuse (at entry)	DDD	0	0%
	Domestic Violence (at entry)	EEE	0	0%
	Destination	FFF	0	0%
	Total Number of Clients (From cell E8 above)	GGG	327	
			Raw Data	Score Formula
			15.0000	= SUM (I:FFF) / GGG
#16 - All beds covered? (1 pt) Data Source: RTFH Report	Enter Y/N in cell at right			0.0000
#17 - HMIS Participation (1 pt) Data Source: RTFH Report	Enter Y/N in cell at right			0.0000
Total Points Assigned HMIS/PIT Section				21.0000

Figure 23. HMIS / PIT Scoring Tool Snapshot

## Section 6: Bonus Points

### Data Driven Local Priorities

In addition to the 100 points, the RCCC established priority points for each priority category with a **maximum of 10 points** total bonus points as follows:

### Question 18 – Chronic – Up to 5 points

Transitional Housing and Supportive Services Only Projects serving chronically homeless people may receive up to 5 bonus points. Projects will receive the percentage of chronically homeless people served as reported on their 2012 Project Application (Exhibit 2) Question 5B divided by the total number of people served Question 5a multiplied by 5 to get points earned.

#### Chronic Served – Percentage of Chronic Served in Program (Source: 2012 Project Application-Exhibit 2, Q5b)

<i>Formula:</i>	$\frac{\text{Total Number of Chronic People Served (Q5b)}}{\text{Total Number of Persons Served (Q5a)}}$		
<i>Example:</i>	$\frac{HHH+III+JJJ+KKK+LLL+MMM}{NNN} = \frac{0+8+0+0+3+0}{28} = .392 = 39.2\% \times 5\text{pts}$	=	

#### 5B. Project Participants - Subpopulations

Instructions: [show]

##### Persons in Households with at Least One Adult and One Child

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Disabled Adults over age 24							
Non-disabled Adults over age 24							
Disabled Adults ages 18-24							
Non-disabled Adults ages 18-24							
Disabled Children under age 18							
Non-disabled Children under age 18							
<b>Total Persons</b>	0	0	0	0	0	0	0

HHH

KKK

##### Persons in Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Disabled Adults over age 24	8	3	3	14	0	28	3
Non-disabled Adults over age 24	0	0	0	0	0	0	0
Disabled Adults ages 18-24	0	0	0	0	0	0	0
Non-disabled Adults ages 18-24	0	0	0	0	0	0	0
<b>Total Persons</b>	8	3	3	14	0	28	3

III

LLL

##### Persons in Households Only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Accompanied Disabled Children under age 18							
Accompanied Non-disabled Children under age 18							
Unaccompanied Disabled Children under age 18							
Unaccompanied Non-disabled Children under age 18							
<b>Total Persons</b>	0			0	0	0	0

JJJ

MMM

This e-Form has been submitted

Figure 24. Question #5B from e-snaps

Renewal Project Evaluation & Scoring Tool Instructions  
 IMPORTANT: **TRANSITIONAL HOUSING** AND **SUPPORTIVE SERVICES** ONLY PROJECT INSTRUCTIONS

5A. Project Participants - Households

Instructions: [show]

NNN

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	0	28	0	28

Figure 25. Question 5A from e-snaps

## QUESTION 19 – Veterans – Up to 5 points (TH & SSO)

Projects serving Veteran clients may receive up to 5 bonus points. Projects will receive points based upon the percentage of total Veterans served as reported on Question 21 of their July 1, 2012 – June 30, 2013 submitted APR divided by the total number of people served multiplied by 5.

**Veterans Served – Percentage of Veterans Served in Program (Source: APR Q21, Q7)**

Formula:	$\frac{\text{Q21: Total Number of Veterans}}{\text{Q7: Total Number of Adults}}$	
Example:	$\frac{000}{PPP} = \frac{36}{327} = .110 = 11.0\% \times 5 \text{ pts.}$	

## 21. Veteran Status

Veteran Status Number of Adults in Households				
	Total	Without Children	With Children and Adults	Unknown HH Type
Veteran	000 36	36	0	0
Not a Veteran	290	290	0	0
Don't Know/Refused	1	1	0	0
Information Missing	0	0	0	0
<b>Total</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>

## 7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	327
Total number of records for Adults Only	PPP 327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

Figure 26. Question #21 and Question #7 from APR

**Program Component Priority** – Using Level I Cover Sheet answer Y/N to each of the Program

Component Priority questions:

**QUESTION 20 – Permanent Supportive Housing**

Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

**QUESTION 21 – Rapid Rehousing**

Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

Item	Information
GRANTEE NAME	Agency ABC
PROJECT NAME	Program ABC
Sponsor's Name ( If different from Grantee)	N/A
Person to Contact about Application	Joe Smith
Email address for Contact Person	<a href="mailto:Joesmith@abc.org">Joesmith@abc.org</a>
Phone Number	619-555-5555
GRANT NUMBER (for grant EXPIRING in 2014)	CA0535L9D111111
DATE GRANT EXPIRES	31-Jan-14
Program Type (TH, Safe Haven, PSH, S+C, SSO, Rapid RH, Rental Asst.)	PSH
Number of Beds funded	28
Number of Units Funded	2
Number of Bedrooms (total)	15
Target Population (Families, individuals, youth)	IND
Special Needs Population (chronic, DV, Veterans, youth, SMI, AOD)	Chronic, SMI

Figure 27. Level I Cover Sheet Snapshot

**Self-Selecting Reallocation** – Using RCCC Report from Statement of Interest and Level I Cover Sheet to answer

**QUESTION 22 – Projects Self-Selecting to Reallocate to Permanent Supportive Housing (and Rapid**

**Rehousing only if allowable per NOFA)** RCCC will provide a report. Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

**Level II SAFE HAVENS ONLY (SH)  
 DETAILED SCORING INSTRUCTIONS**



Figure 28. Scoring Tool Tab Screen Shot

## Section 1: Project Outcomes

Use July 1, 2012 – June 30, 2013 APR to complete questions in Section 1. The letters in the formula of each example (A+B) and red letters in each screenshot correspond to the “Reference” letter in the Scoring Tool (Column F).

## Program Basic Information – Clients Served Breakdown

The Evaluation Tool uses the following pieces of data multiple times throughout tool. Insert these values at the beginning of the tool to auto-populate in appropriate cells.

### 7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	E8 327
Total number of records for Adults Only	E9 327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	E10 265

Figure 29. Question #7 from APR

## Question 1 – Housing Outcome (SH)

**Housing Outcomes**– Percentage of leavers exiting to permanent housing and stayers (Source: APR Q29a1, Q29a2, Q27, Q7)

Note: the formula includes removing the number of deceased from the denominator.

<b>Formula:</b>	Q29a1: Total number exit to permanent destination with length of stay more than 90 days + Q29a2: Total number exit to permanent destination with length of stay 90 days or less + Q27: Total number of stayers  _____ Q7: Total Leavers – (Q29a1: Total “Deceased” Other destinations with length of stay more than 90 days + Q29a2: Total “Deceased” Other destinations with length of stay less than 90 days) _____		
<b>Example:</b>	$\frac{A + B + C}{D - (E + F)}$	=	$\frac{35 + 93 + 62}{327 - (0 + 0)} = .581 = 58.1\%$

# Renewal Project Evaluation & Scoring Tool Instructions

## IMPORTANT: **SAFE HAVEN** PROJECT INSTRUCTIONS

### 29a1. Destination by Household Type and Length of Stay (All Leavers who Stayed More than 90 Days) Number of Leavers in Households

#### Permanent Destinations

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Owned by Client, no Ongoing Subsidy	0	0	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing subsidy	16	16	0	0	0
Rental by Client, with VASH Subsidy	2	2	0	0	0
Rental by Client, with other Ongoing Subsidy	1	1	0	0	0
PSH for Homeless Persons	0	0	0	0	0
Living with Family, Permanent Tenure	8	8	0	0	0
Living with Friends, Permanent Tenure	8	8	0	0	0
<b>Subtotal</b>	<b>A 35</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Temporary Destinations

Emergency Shelter	1	1	0	0	0
TH for Homeless Persons	0	0	0	0	0
Staying with Family, Temporary Tenure	0	0	0	0	0
Staying with Friends, Temporary Tenure	1	1	0	0	0
Place Not Meant for Human Habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	0	0	0	0	0
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Institutional Settings

Foster Care	0	0	0	0	0
Psychiatric Facility	0	0	0	0	0
Substance Abuse or Detox Facility	1	1	0	0	0
Hospital (non-Psychiatric)	0	0	0	0	0
Jail or Prison	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Other Destinations

Deceased	<b>E 0</b>	0	0	0	0
Other	0	0	0	0	0
Don't Know/Refused	1	1	0	0	0
Information Missing	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 30. Question #29a1 from APR

# Renewal Project Evaluation & Scoring Tool Instructions

## IMPORTANT: **SAFE HAVEN** PROJECT INSTRUCTIONS

### 29a2. Destination by Household Type and Length of Stay (All Leavers who Stayed 90 Days or Less)

#### Number of Leavers in Households

##### Permanent Destinations

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Owned by Client, no Ongoing Subsidy	1	1	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing subsidy	5	5	0	0	0
Rental by Client, with VASH Subsidy	0	0	0	0	0
Rental by Client, with other Ongoing Subsidy	1	1	0	0	0
PSH for Homeless Persons	1	1	0	0	0
Living with Family, Permanent Tenure	53	53	0	0	0
Living with Friends, Permanent Tenure	32	32	0	0	0
<b>Subtotal</b>	<b>93</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>

##### Temporary Destinations

Emergency Shelter	0	0	0	0	0
TH for Homeless Persons	117	117	0	0	0
Staying with Family, Temporary Tenure	0	0	0	0	0
Staying with Friends, Temporary Tenure	0	0	0	0	0
Place Not Meant for Human Habitation	2	2	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	1	1	0	0	0
<b>Subtotal</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>

##### Institutional Settings

Foster Care	0	0	0	0	0
Psychiatric Facility	1	1	0	0	0
Substance Abuse or Detox Facility	6	6	0	0	0
Hospital (non-Psychiatric)	1	1	0	0	0
Jail or Prison	3	3	0	0	0
<b>Subtotal</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>

##### Other Destinations

Deceased	0	0	0	0	0
Other	2	2	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	0	0	0	0	0
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 31. Question #29 from APR

### 27. Length of Participation by Exit Status

#### Length of Participation by Exit Status Number of Persons

	Total	Leavers	Stayers
Less than 30 days	79	67	12
31 to 60 days	147	139	8
61 to 180 days	64	43	21
181 to 365 days	32	12	20
366 to 730 days (1-2 Yrs)	5	4	1
731 to 1095 days (2-3 Yrs)	0	0	0
1096 to 1460 days (3-4 Yrs)	0	0	0
1461 to 1825 days (4-5 Yrs)	0	0	0
More than 1825 Days (>5 Yrs)	0	0	0
Information Missing	0	0	0
<b>Total</b>	<b>327</b>	<b>265</b>	<b>62</b>

### 7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	327
Total number of records for Adults Only	327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

Figure 32. Question #27 and Question #7 from APR

**Question 2 – Income from Any Source Outcome (SH)**

**Total Income – All Income** - Percentage of adult leavers and stayers who maintained or increased their cash income (Except the maintenance of \$0 income) (Source: APR Q23, Q24, Q7)

<b>Formula:</b>	$\frac{[(Q23: \text{Total adult leavers same income} + \text{more income}) + (Q24: \text{Total adult stayers same income} + \text{more income})] - (Q23: \text{total adult leavers same no income} + Q24: \text{total adult stayers same no income})}{Q23: \text{Total Adult Leavers} + Q24: \text{Total Adult Stayers}}$		
<b>Example:</b>	$\frac{(G + H + I + J) - (K + L)}{M + N} = \frac{(204 + 60 + 31 + 29) - (189 + 21)}{265 + 62} = .3486 = 34.86\%$		

**23. Client Monthly Cash-Income Amount - Adult Leavers**

Client Monthly Cash-Income Amount  
Number of Adult Leavers

Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income Change	Average Change (\$) Monthly Income per Adult
No Income	232	190		<b>K</b> 189	43	0	\$65.73
\$1 - \$150	2	19	0	0	2	0	\$524.50
\$151 - \$250	2	14	0	0	2	0	\$523.20
\$251 - \$500	8	8	0	3	5	0	\$203.75
\$501 - \$750	7	10	0	5	2	0	\$139.57
\$751 - \$1,000	6	7	0	3	3	0	\$253.17
\$1,001 - \$1,250	3	6	0	2	1	0	\$33.33
\$1,251 - \$1,500	0	4	0	0	0	0	0
\$1,501 - \$1,750	2	1	1	0	1	0	(\$350.00)
\$1,751 - \$2,000	0	2	0	0	0	0	0
\$2,001 +	3	4	0	2	1	0	\$285.33
Don't Know/Refused	0	0				0	
Missing/No Follow-up	0	0				0	
<b>Total</b>	<b>265</b> <b>M</b>	<b>265</b>	<b>1</b>	<b>G</b> <b>204</b>	<b>60</b> <b>H</b>	<b>0</b>	<b>\$81.99</b>

**24. Client Monthly Cash-Income Amount by Entry and Latest Status**

Client Monthly Cash-Income Amount by Entry and Latest Status  
Number of Adult Stayers

Program Entry	Income at Entry	Follow-up Total	Less Income at Follow-up	Same Income at Follow-up	More Income at Follow-up	Unknown Income Change	Average Change (\$) Monthly Income per Adult
No Income	48	21		<b>L</b> <b>21</b>	25	2	\$426.80
\$1 - \$150	1	9	0	0	1	0	\$2,000.00
\$151 - \$250	1	8	0	0	1	0	\$427.00
\$251 - \$500	1	1	0	1	0	0	\$0.00
\$501 - \$750	2	2	0	1	1	0	\$274.00
\$751 - \$1,000	5	5	0	5	0	0	\$0.00
\$1,001 - \$1,250	0	1	0	0	0	0	0
\$1,251 - \$1,500	1	3	0	1	0	0	\$0.00
\$1,501 - \$1,750	1	4	0	0	1	0	\$1,146.00
\$1,751 - \$2,000	2	3	0	2	0	0	\$0.00
\$2,001 +	0	3	0	0	0	0	0
Don't Know/Refused	0	0				0	
Missing/No Follow-up	0	2				0	
<b>Total</b>	<b>62</b> <b>N</b>	<b>62</b>	<b>0</b>	<b>I</b> <b>31</b>	<b>29</b> <b>J</b>	<b>2</b>	<b>\$395.90</b>

Figure 33. Question #23 and Question #24 from APR

### Question 3 – Employment Outcome (SH)

**Employment Outcome** – Percentage of adults with earned income (Except adults over 62 years old) (Source: APR Q25a1, Q25b1, Q7, Q16)

<b>Formula:</b>	$\frac{\text{Q25a1: Total adult leavers with earned income} + \text{Q25b1: Total adult stayers with earned income}}{\text{Q7: Total Adults} - \text{Q16: Number of adult aged 62+}}$	
<b>Example:</b>	$\frac{O + P}{Q - R} = \frac{29 + 13}{327 - 6} = .131 = 13.1\%$	

#### 25a1. Cash Income Types by Exit Status - Leavers

Cash-Income Sources Type of Cash-Income Sources by Number of Persons - Leavers				
	Total	Adults	Children	Age Unknown
Earned Income	29	29	0	0
Unemployment Insurance	3	3	0	0
SSI	5	5	0	0
SSDI	2	2	0	0
Veteran's Disability	2	2	0	0
Private Disability Insurance	0	0	0	0
Worker's Compensation	0	0	0	0
TANF or Equivalent	0	0	0	0
General Assistance	1	1	0	0
Retirement (Social Security)	1	1	0	0
Veteran's Pension	3	3	0	0
Pension from Former Job	0	0	0	0
Child Support	0	0	0	0
Alimony (Spousal Support)	0	0	0	0
Other Source	34	34	0	0
<b>TOTAL</b>	<b>80</b>	<b>80</b>	<b>0</b>	<b>0</b>

#### 25b1. Cash-Income Sources - Stayers

Cash-Income Sources Type of Cash-Income Sources by Number of Persons - Stayers				
	Total	Adults	Children	Age Unknown
Earned Income	13	13	0	0
Unemployment Insurance	1	1	0	0
SSI	5	5	0	0
SSDI	0	0	0	0
Veteran's Disability	3	3	0	0
Private Disability Insurance	0	0	0	0
Worker's Compensation	0	0	0	0
TANF or Equivalent	0	0	0	0
General Assistance	2	2	0	0
Retirement (Social Security)	1	1	0	0
Veteran's Pension	0	0	0	0
Pension from Former Job	1	1	0	0
Child Support	0	0	0	0
Alimony (Spousal Support)	0	0	0	0
Other Source	20	20	0	0
<b>TOTAL</b>	<b>46</b>	<b>46</b>	<b>0</b>	<b>0</b>

Figure 34. Question #25a1 and Question 25b1 from APR

#### 7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	327
Total number of records for Adults Only	327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

#### 16. Age

Age Number of Persons in Households					
	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Under 5	0	0	0	0	0
5 - 12	0	0	0	0	0
13 - 17	0	0	0	0	0
18 - 24	44	44	0	0	0
25 - 34	94	94	0	0	0
35 - 44	72	72	0	0	0
45 - 54	90	90	0	0	0
55 - 61	21	21	0	0	0
62+	6	6	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	0	0	0	0	0
Age Error (Negative Age or 100+)	0	0	0	0	0
<b>Total</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 35. Question #7 and Question #16 from APR

**Question 4 – Non-Cash Benefits Outcome (SH)****Non-Cash Benefits** – Percentage of adults in receipt of non-cash benefits (Source: APR Q26a2, Q26b2)

<i>Formula:</i>	$\frac{\text{Q26a2: Total adult leavers with 1+ sources} + \text{Q26b2: Total adult stayers with 1+ source}}{\text{Q26a2: Total Adult Leavers} + \text{Q26b2: Total Adult Stayers}}$	
<i>Example:</i>	$\frac{S + T}{U + V} = \frac{23 + 13}{265 + 62} = .110 = 11.0\%$	

**26a2. Non-Cash Benefits by Exit Status - Leavers**

**Client Non-Cash Benefits by Exit Status**  
**Number of Non-Cash Benefits by Number of Persons - Leavers**

	Total	Adults	Children	Age Unknown
No Sources	240	240	0	0
1+ Source(s)	23	23 <b>S</b>	0	0
Don't Know / Refused	1	1	0	0
Missing this Information	1	1	0	0
<b>TOTAL</b>	<b>265</b>	<b>265 <b>U</b></b>	<b>0</b>	<b>0</b>

**26b2. Number of Non-Cash Benefit Sources - Stayers**

**Client Non-Cash Benefits by Exit Status**  
**Number of Non-Cash Benefits by Number of Persons - Stayers**

	Total	Adults	Children	Age Unknown
No Sources	48	48	0	0
1+ Source(s)	13	13 <b>T</b>	0	0
Don't Know / Refused	0	0	0	0
Missing this Information	1	1	0	0
<b>TOTAL</b>	<b>62</b>	<b>62 <b>V</b></b>	<b>0</b>	<b>0</b>






Figure 36. Question #26a2 and Question #26b2 from APR

## Section 2: Project Performance

Use e-snaps for Question 5, Level I APR and HIC for Question 6, and e-snaps screenshot or last year's Exhibit 2 for Question 7.

### Question 5 – APR Submitted On Time (SH)

Use e-snaps screenshot to determine submission date: Was most recent APR submitted within 90 days after the end of the project's previous operating year? Enter Y or N in the Raw Data field and the points will auto populate the "Score Formula" column of the Scoring Tool.

Project Name ↑ Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
 SDHC Merged Grant 085050	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant		Sep 27, 2013 7:18:27 PM
 SBOS La Posada 084921	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:51:41 PM
 San Diego LGBT Community Center - Del Mar Grant 086003	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:25:33 PM
 Pathfinders of San Diego-Streamview 081122	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:57:36 PM
 TACHS Cove Apartments 085906	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:37:46 PM

**SDHC Merged Grant APR Submission Documentation**

**All projects submitted on time.**

Figure 37. e-snaps screen shot of APR submission

**Question 6 – Bed Utilization (SH)**

Choose the ONE CALCULATION below that applies to the program (A-Singles, B-Families, or C-Both). The Cover Page submitted with Level I will indicate Target Population. If the calculation result falls within locally decided range of 85% to 105%, enter 5 in the Raw Data field on the Scoring Tool. If result does not fall within range, enter 0 in “Raw Data” field.

Use APR Q.8 (Persons Served), APR Q.9 (Households Served), and HIC Report.

**A. Project Serving Singles**

Numerator: APR Q.8, Average number of singles served

Denominator: HIC, Total number of beds for singles

**B. Project Serving Families**

Numerator: APR Q.9, Average number of families in households served (PITC Total January + Total April + Total July + Total October; Divide Total Sum by 4)

Denominator: HIC, Total number of units for families

**C. Mixed Project**

Numerator: Average number of persons in families served (PITC Total January + Total April + Total July + Total October; Divide Total Sum by 4) + Average number of singles served

Denominator: HIC, Total number of units for households with families + Total number of beds for singles

**Bed Utilization (Singles only, Families, OR Mixed (singles and families) – Average daily unit utilization rate during the operating year [Sources: APR Q8, Q9 & Housing Inventory Count (HIC)]**

**A. Project Serving Singles**

Formula:	Q8: Total average number of single persons served	
	_____	
	HIC: Total number of beds for singles	
	_____	
Example:	$\frac{W}{X} = \frac{58.7}{64} = .9172 = 91.72\%$	

**8. Persons Served During the Operating Year by Type****Number of Persons in Households Served During the Operating Year**

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Adults	327	327	0	0	0
Children	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0
Missing Information	0	0	0	0	0
<b>TOTAL</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Average Number of persons Served Each Night**

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Average Number of Persons	58.7	58.7	0	0	0

**Point-in-Time Count of Persons on the Last Wednesday in**

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	51	51	0	0	0
April	65	65	0	0	0
July	59	59	0	0	0
October	59	59	0	0	0

Figure 38. Question #8 from APR

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## IMPORTANT: **SAFE HAVEN** PROJECT INSTRUCTIONS

Year	Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	CH Beds	Year-Round Beds
2013	TH	Organization ABC	Program 123	61116	C		SMF	NA	Yes	0	0	12	0		12
2013	TH	Organization ABC	Program 456	63924	C		SM	NA	Yes	0	0	36	0		36
2013	ES	Organization XYZ	Program 357	63210	C	Facility-based beds	SMF	NA	No	0	0	X 64	0		0
2013	ES	Organization DEF	Program 369	63924	C		SMF	VET	Yes	0	0	10	0		10
2013	PSH	Organization DEF	Program 258	63210	C		SM	NA	Yes	0	0	6	0		6

Figure 39. Screen shot from Housing Inventory Chart (HIC)

### B. Project Serving Families

<b>Formula:</b>	$\frac{(Q9: \text{Total PITC of H\households served with children and adults: January + April + July + October}) / 4}{\text{HIC: Total number of units with children}}$	
<b>Example:</b>	$\frac{(Y + Z + AA + BB) / 4}{CC} = \frac{(26 + 26 + 24 + 28) / 4}{26} = 1.00 = 100\%$	

### 9. Households Served During the Operating Year

#### Number of Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Households	122	18	104	0	0

#### Point-in-Time Count of Households Served on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	34	8	26 Y	0	0
April	34	8	26 Z	0	0
July	29	5	24 AA	0	0
October	34	6	28 BB	0	0

Figure 40. Question #9 from APR

Year	Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	CH Beds	Year-Round Beds
2013	TH	Organization ABC	Program 123	61116	C		HC	NA	Yes	15	3	0	0		15
2013	TH	Organization ABC	Program 456	60720	C		HC	NA	Yes	109	18	0	0		109
2013	PSH	Organization DEF	Program 258	63210	C		SM	NA	Yes	143	CC 26	0	0		6
2013	ES	Organization XYZ	Program 357	61116	C		HC	NA	Yes	19	5	0	0		19
2013	ES	Organization DEF	Program 369	61116	N		HC	NA	Yes	0	0	6	0		6

Renewal Project Evaluation & Scoring Tool Instructions  
 IMPORTANT: **SAFE HAVEN** PROJECT INSTRUCTIONS

Figure 41. Screen shot from Housing Inventory Chart (HIC)

**C. Mixed Project- Serving Both Singles and Families**

<b>Formula:</b>	$\frac{(Q8: \text{Total average number of single persons served}) + [(Q9: \text{Total PITC of households with a children and adults served: January} + \text{April} + \text{July} + \text{October}) / 4]}{\text{HIC: Total number of beds households w/out children} + \text{HIC: Total number of units households with children}}$
<b>Example:</b>	$\frac{DD + EE}{FF + GG} = \frac{58.7 + 26}{64 + 26} = 0.9411 = 94.11\%$

**Note:** For mixed projects, use example screen shots for projects serving singles and projects serving families (above) for guidance in formula.

**Question 7 – Leverage (SH)**

Use leverage letters submitted with Level II in Dropbox for the total Match and Leveraged funds. Use the Cover Page submitted with Level I in Dropbox for the total HUD Award Amount Request amount.

<b>Formula:</b>	$\frac{\text{Total Leveraged Amount}}{\text{Total Request}}$
<b>Example:</b>	$\frac{HH}{II} = \frac{\$1,000,000}{\$500,000}$

ABC ORGANIZATION LETTERHEAD

October 3, 2013

San Diego Regional Continuum of Care

**RE: Project Cash Match - for Grant Awarded out of the 2013 NOFA, ABC PROJECT, Program Year 2/1/14 – 1/31/15**

To Whom It May Concern:

This letter confirms that \$125,000 will be provided to meet HUD cash match requirements for our ABC Program for the 2014 program year, which will begin on February 1, 2014.

The sources of this cash match are a local grant from the San Diego Housing Commission, client rent, a contract with the Veteran's Administration, and private contributions. These funds have been and will continue to be available between February 1, 2014 and January 31, 2015.

In addition to the aforementioned cash match, an additional \$875,000 will be provided as program leverage above and beyond the mandatory cash match. The sources of these additional leverage are land value, a local foundation grant, client rent, and private contributions. These funds have been and will continue to be available between February 1, 2014 and January 31, 2015.

**A total of \$1,000,000 will be matched and leveraged.**

**HH** If you have additional questions regarding this information please do not hesitate to contact me at 619-

Renewal Project Evaluation & Scoring Tool Instructions  
 IMPORTANT: **SAFE HAVEN** PROJECT INSTRUCTIONS

Figure 42. Sample Leverage Letter

BUDGET for ONE YEAR (Last one approved by HUD)	HUD Award Amount
Acquisition /Rehab	0
Relocation Assistance	0
Leasing	0
Rental Assistance	0
Supportive Services	250,000
Operations	225,000
HMIS	10,109
Administration	14,891
<b>TOTAL</b>	<b>500,000</b>

Figure 43. Cover Page Snapshot

### Section 3: Agency Performance

Use HUD Level I submission of the most recent Independent Audit completed and HUD or Local Monitoring Letters, or a statement that no local or HUD monitoring reviews have occurred for both questions in Section 3.

#### Question 8 – HUD Monitoring (SH)

If HUD Level I submission shows “Monitored: no findings/concerns,” enter 5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows, “Monitored: concerns and/or findings with letter of correction,” enter 3.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows, “Not monitored,” enter 2.5 in the Raw Data field on the Scoring Tool.

#### Question 9 – Fiscal Accountability (SH)

If HUD Level I submission shows “No Deficiencies,” enter 5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “Technical/Corrected,” enter 3.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “1 Finding,” enter 2.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “2+ Findings,” enter 0 in the Raw Data field on the Scoring Tool.

AGENCY PERFORMANCE Maximum Value = 10 pts						HUD Monitoring	
#8 - HUD Monitoring (5 pts) Data Source: Level 1 information.	Instructions	Reference	Raw Data	Score Formula	Total Points	Monitored: no findings/concerns	5
	Use chart at right and enter corresponding value			0.0000	0.0000	Monitored: concerns and/or findings with letter of correction	3.5
						Not monitored	2.5
#9 - Fiscal Accountability (5 pts) Data Source: Level 1 A-133 Financial Report submitted.	Instructions	Reference	Raw Data	Score Formula	Total Points	Fiscal Accountability	
	Use chart at right and enter corresponding value					No Deficiencies	5
			0	0.0000	0.0000	Technical/Corrected*	3.5
						1 Finding	2.5
						2+ Findings	0
Total Points Assigned Agency Performance Section					0.0000		

Figure 44. Agency Performance Scoring Tool Snapshot

## Section 4: CoC Strategic Planning

RCCC records will be used for both questions in Section 4.

### Question 10 – RCCC Attendance (SH)

If RCCC records indicate attendance was at least 75%, Enter Y or N in the Raw Data field; if records indicate attendance was not at least 75%, enter N in the Raw Data field. The points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 11 – Committee/Action Group Participation (SH)

If RCCC records indicate attendance was at least 75%, Enter Y or N in the Raw Data field; if records indicate attendance was not at least 75%, enter N in the Raw Data field. The points will auto populate the “Score Formula” column of the Scoring Tool.

CoC STRATEGIC PLANNING Maximum Value = 10 pts					
	Instructions	Reference	Raw Data	Score Formula	Total Points
#10 - Attendance @ RCCC = 75%+ (5 pts) Data Source: RCCC sign-in sheet	Enter Y/N in cell at right			0.0000	0.0000
#11 - Sub-Committee or Action Group Participation (5 pts) Data Source: Committee participation = 75% attendance as reported by chair	Enter Y/N in cell at right			0.0000	0.0000
Total Points Assigned Agency Performance Section					0.0000

Figure 45. Strategic Planning Scoring Tool Snapshot

## Section 5: HMIS/PIT

Use RTFH Report for Questions 12, 14, 16, and 17; use HIC Comparison and most recent APR for Question 13 and Question 15.

### Question 12 – HIC Info Submitted On Time (SH)

Use RTFH Report to answer: Was HIC Info submitted on time? Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 13 – HIC Info Match/Exceed HUD Funded Beds (SH)

Use HIC Comparison and e-snaps Exhibit 2 Question.4B to answer: Does HIC info match or exceed HUD funded beds? Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 14 – Point In Time Count Participation (SH)

Use RTFH Report to answer: Was there Point In Time Count participation? (Y/N) Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

Renewal Project Evaluation & Scoring Tool Instructions  
 IMPORTANT: **SAFE HAVEN** PROJECT INSTRUCTIONS

### Question 15 – HMIS Data Quality: Percent Null Values (SH)

Use Level I APR Question #7 to answer.

Enter the missing data for each data element in the Raw Data Column on the Scoring Tool. Enter the Total Number of Clients in the Raw Data Column on the Scoring Tool. The percentages and point allocations will auto populate. 3 Points are deducted for each field that has a greater than 10% null/missing value for UDEs and Program Specific Data Elements (PSDEs). The final point total in the Raw Data field on the Scoring Tool will auto populate.

<b>Formula:</b>	(Q7: Total Number of Clients with Missing Data (per element)) _____	if > 10% = 3 points deducted if </= 10%=0 points deducted
<b>Example:</b>	(Q7: Total Number of Clients) XX/HHH <10% = 0 pts deducted  1/327 = .003 < less 10% = 0 pts deducted	

### 7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	HHH 327
Total number of records for Adults Only	327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

Data Element	Don't Know or Refused	Missing Data
First Name	0	JJ 0
Last Name	0	KK 0
SSN	0	LL 0
Date of Birth	0	MM 0
Race	0	NN 0
Ethnicity	1	OO 0
Gender	0	PP 0
Veteran Status	1	QQ 0
Disabling Condition	2	RR 0
Residence Prior to Entry	1	SS 0
Zip of Last Permanent Address	0	TT 0
Housing Status (at entry)	0	UU 0
Income (at entry)	1	VV 0
Income (at exit)	1	WW 0
Non-Cash Benefits (at entry)	2	XX 1
Non-Cash Benefits (at exit)	1	YY 1
Physical Disability (at entry)	0	ZZ 0
Developmental Disability (at entry)	0	AAA 0
Chronic Health Condition (at entry)	0	BBB 0
HIV / AIDS (at entry)	0	CCC 0
Mental Health (at entry)	0	DDD 0
Substance Abuse (at entry)	0	EEE 0
Domestic Violence (at entry)	2	FFF 0
Destination	1	GGG 0

Figure 46. Question #7 from APR

Renewal Project Evaluation & Scoring Tool Instructions  
 IMPORTANT: **SAFE HAVEN** PROJECT INSTRUCTIONS

### Question 16 – All Beds Covered (SH)

Use RTFH Report to answer: Were all beds covered? Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 17 – HMIS Participation (SH)

Use RTFH Report to answer: Was there HMIS participation? Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

HMIS/PIT Maximum Value = 23 pts					
	Instructions	Reference	Raw Data	Score Formula	Total Points
#12 - HIC info submitted on time? (2 pts) Data Source: RTFH Report	Enter Y/N in cell at right		y	2.0000	2.0000
#13 - Does HIC info match/exceed the HUD funded beds (2 pts) Data Source: HIC and Q4B of Ex. 2 (total beds)	Enter Y/N in cell at right		y	2.0000	2.0000
#14 - Point in Time Count Participation (2 pt) Data Source: RTFH Report	Enter Y/N in cell at right		y	2.0000	2.0000
#15 - Percent Null Values (15 pts) Data Source: APR Q.7	Start with 15 points and deduct 3 points for each field that has a greater than 10% missing data for UDEs and PSDEs to 0.		Raw Data Missing Data		
	First Name	II	0	0%	0.0000
	Last Name	JJ	0	0%	0.0000
	SSN	KK	0	0%	0.0000
	Date of Birth	LL	0	0%	0.0000
	Race	MM	0	0%	0.0000
	Ethnicity	NN	0	0%	0.0000
	Gender	OO	0	0%	0.0000
	Veteran Status	PP	0	0%	0.0000
	Disabling Condition	QQ	0	0%	0.0000
	Residence Prior to Entry	RR	0	0%	0.0000
	Zip of Last Permanent Address	SS	0	0%	0.0000
	Housing Status (at entry)	TT	0	0%	0.0000
	Income (at entry)	UU	0	0%	0.0000
	Income (at exit)	VV	0	0%	0.0000
	Non-cash Benefits (at entry)	WW	1	0%	0.0000
	Non-cash Benefits (at exit)	XX	1	0%	0.0000
	Physical Disability (at entry)	YY	0	0%	0.0000
	Developmental Disability (at entry)	ZZ	0	0%	0.0000
	Chronic Health Condition (at entry)	AAA	0	0%	0.0000
	HIV/AIDS (at entry)	BBB	0	0%	0.0000
	Mental Health (at entry)	CCC	0	0%	0.0000
	Substance Abuse (at entry)	DDD	0	0%	0.0000
	Domestic Violence (at entry)	EEE	0	0%	0.0000
	Destination	FFF	0	0%	0.0000
	Total Number of Clients (From cell E8 above)	GGG	327		
			Raw Data	Score Formula	Total Points
			15.0000	= SUM(I1FFF) / GGG	15.0000
#16 - All beds covered? (1 pt) Data Source: RTFH Report	Enter Y/N in cell at right			0.0000	0.0000
#17 - HMIS Participation (1 pt) Data Source: RTFH Report	Enter Y/N in cell at right			0.0000	0.0000
Total Points Assigned HMIS/PIT Section					21.0000

Figure 47. HMIS / PITC Scoring Tool Snapshot

## Section 6: Bonus Points

### Data Driven Local Priorities

In addition to the 100 points, the RCCC established additional bonus points for each priority category with a **maximum of 10 points** total bonus points as follows:



### Target Population Priority

#### QUESTION 18 – Chronic – Up to 5 points

Permanent Supportive Housing Projects and SH with beds dedicated for chronically homeless residents may receive up to 5 bonus points. Projects will receive the percentage of beds dedicated for chronically homeless as reported on their 2012 Project Application (Exhibit 2) Question 4B in e-snaps divided by the total number of project beds multiplied by 5.

<i>Formula:</i>	$\frac{\text{Q4b: Total Number of Chronic Homeless (CH) Beds (III)}}{\text{Total Beds (JJJ)}}$		
<i>Example:</i>	$\frac{\text{III}}{\text{JJJ}} = \frac{14}{28} = .50\% \times 5\text{pts} = 2.5 \text{ pts}$		

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

Total Units:

2

Total Beds:

28

JJJ

Total CH Beds:

14

III

Figure 48. Snap shot from e-snaps Question 4b.

**QUESTION 19 – Veterans – Up to 5 points (SH)**

Projects serving Veteran clients may receive up to 5 bonus points. Projects will receive points based upon the percentage of total Veterans served as reported on Question 21 of their July 1, 2012 – June 30, 2013 submitted APR divided by the total number of people served multiplied by 5.

**Veterans Served – Percentage of Veterans Served in Program (Source: APR Q21, Q7)**

<i>Formula:</i>	$\frac{\text{Q21: Total Number of Veterans}}{\text{Q7: Total Number of Adults}}$	
<i>Example:</i>	$\frac{\text{KKK} \quad 36}{\text{LLL} \quad 327} = .110 = 11.0\% \times 5 \text{ pts} = .55 \text{ pts}$	

**21. Veteran Status**

Veteran Status Number of Adults in Households				
	Total	Without Children	With Children and Adults	Unknown HH Type
Veteran	KKK 36	36	0	0
Not a Veteran	290	290	0	0
Don't Know/Refused	1	1	0	0
Information Missing	0	0	0	0
<b>Total</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>

**7. HMIS or Comparable Database Data Quality**

Total number of records for All Clients	327
Total number of records for Adults Only	LLL 327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

Figure 49. Question #21 and Question #7 from APR

**Program Component Priority –**

Using Level I Cover Sheet answer Y/N to each of the Program Component Priority questions:

**QUESTION 20 – Permanent Supportive Housing (SH)**

Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

### QUESTION 21 – Rapid Rehousing (SH)

Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

Item	Information
GRANTEE NAME	Agency ABC
PROJECT NAME	Program ABC
Sponsor's Name ( If different from Grantee)	N/A
Person to Contact about Application	Joe Smith
Email address for Contact Person	<a href="mailto:Joesmith@abc.org">Joesmith@abc.org</a>
Phone Number	619-555-5555
GRANT NUMBER (for grant EXPIRING in 2014)	CA0535L9D111111
DATE GRANT EXPIRES	31-Jan-14
Program Type (TH, Safe Haven, PSH, S+C, SSO, Rapid RH, Rental Asst.)	PSH
Number of Beds funded	28
Number of Units Funded	2
Number of Bedrooms (total)	15
Target Population (Families, individuals, youth)	IND
Special Needs Population (chronic, DV, Veterans, youth, SMI, AOD)	Chronic, SMI

Figure 50. Level I Cover Sheet Snapshot

### Self-Selecting Reallocation

Using RCCC Report from Statement of Interest and Level I Cover Sheet

**QUESTION 22 – Projects Self-Selecting** to Reallocate to Permanent Supportive Housing (and Rapid Rehousing only if allowable per NOFA) RCCC will provide a report. Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

## Level II PERMANENT SUPPORTIVE HOUSING (PSH) DETAILED SCORING INSTRUCTIONS



Figure 51. Scoring Tool Tab Screen Shot

### Permanent Supportive Housing (PSH)

#### Section 1: Project Outcomes

Use July 1, 2012 – June 30, 2013 APR to complete questions in Section 1. The letters in the formula of each example (A+B) and red letters in each screenshot correspond to the “Reference” letter in the Scoring Tool (Column F).

#### Program Basic Information – Clients Served Breakdown

The Evaluation Tool uses the following pieces of data multiple times throughout tool. Insert these values at the beginning of the tool to auto-populate in appropriate cells.

#### 7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	<b>E8</b> 327
Total number of records for Adults Only	<b>E9</b> 327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	<b>E10</b> 265

Figure 52. Question #7 from APR

#### Question 1 – Housing Outcome (PH)

**Housing Outcome**– Percentage of leavers exiting permanent housing and stayers remaining in program (Source: APR Q29a1, Q29a2, Q27, Q7)

Note: the formula includes removing the number of deceased from the denominator.

<b>Formula:</b>	Q29a1: Total number exit to permanent destination with length of stay more than 90 days + Q29a2: Total number exit to permanent destination with length of stay 90 days or less + Q27: Total number of stayers  $\frac{\text{Q29a1} + \text{Q29a2} + \text{Q27}}{\text{Q7} - (\text{Q29a1: Total "Deceased" Other destinations with length of stay more than 90 days} + \text{Q29a2: Total "Deceased" Other destinations with length of stay less than 90 days})}$		
<b>Example:</b>	$\frac{A + B + C}{D - (E + F)} = \frac{35 + 93 + 62}{327 - (0 + 0)} = .581 = 58.1\%$		

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: PERMANENT SUPPORTIVE HOUSING PROJECT INSTRUCTIONS**

**29a1. Destination by Household Type and Length of Stay (All Leavers who Stayed More than 90 Day:  
Number of Leavers in Households**

**Permanent Destinations**

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Owned by Client, no Ongoing Subsidy	0	0	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing subsidy	16	16	0	0	0
Rental by Client, with VASH Subsidy	2	2	0	0	0
Rental by Client, with other Ongoing Subsidy	1	1	0	0	0
PSH for Homeless Persons	0	0	0	0	0
Living with Family, Permanent Tenure	8	8	0	0	0
Living with Friends, Permanent Tenure	8	8	0	0	0
<b>Subtotal</b>	<b>A 35</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Temporary Destinations**

Emergency Shelter	1	1	0	0	0
TH for Homeless Persons	0	0	0	0	0
Staying with Family, Temporary Tenure	0	0	0	0	0
Staying with Friends, Temporary Tenure	1	1	0	0	0
Place Not Meant for Human Habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	0	0	0	0	0
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Institutional Settings**

Foster Care	0	0	0	0	0
Psychiatric Facility	0	0	0	0	0
Substance Abuse or Detox Facility	1	1	0	0	0
Hospital (non-Psychiatric)	0	0	0	0	0
Jail or Prison	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Other Destinations**

Deceased	<b>E 0</b>	0	0	0	0
Other	0	0	0	0	0
Don't Know/Refused	1	1	0	0	0
Information Missing	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 53. Question #29a1 from APR

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: PERMANENT SUPPORTIVE HOUSING PROJECT INSTRUCTIONS**

**29a2. Destination by Household Type and Length of Stay (All Leavers who Stayed 90 Days or Less)**

Number of Leavers in Households

**Permanent Destinations**

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Owned by Client, no Ongoing Subsidy	1	1	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing subsidy	5	5	0	0	0
Rental by Client, with VASH Subsidy	0	0	0	0	0
Rental by Client, with other Ongoing Subsidy	1	1	0	0	0
PSH for Homeless Persons	1	1	0	0	0
Living with Family, Permanent Tenure	53	53	0	0	0
Living with Friends, Permanent Tenure	32	32	0	0	0
<b>Subtotal</b>	<b>93</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Temporary Destinations**

Emergency Shelter	0	0	0	0	0
TH for Homeless Persons	117	117	0	0	0
Staying with Family, Temporary Tenure	0	0	0	0	0
Staying with Friends, Temporary Tenure	0	0	0	0	0
Place Not Meant for Human Habitation	2	2	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	1	1	0	0	0
<b>Subtotal</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Institutional Settings**

Foster Care	0	0	0	0	0
Psychiatric Facility	1	1	0	0	0
Substance Abuse or Detox Facility	6	6	0	0	0
Hospital (non-Psychiatric)	1	1	0	0	0
Jail or Prison	3	3	0	0	0
<b>Subtotal</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Other Destinations**

Deceased	0	0	0	0	0
Other	2	2	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	0	0	0	0	0
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 54. Question #29a2 from APR

**27. Length of Participation by Exit Status**

Length of Participation by Exit Status  
Number of Persons

	Total	Leavers	Stayers
Less than 30 days	79	67	12
31 to 60 days	147	139	8
61 to 180 days	64	43	21
181 to 365 days	32	12	20
366 to 730 days (1-2 Yrs)	5	4	1
731 to 1095 days (2-3 Yrs)	0	0	0
1096 to 1460 days (3-4 Yrs)	0	0	0
1461 to 1825 days (4-5 Yrs)	0	0	0
More than 1825 Days (>5 Yrs)	0	0	0
Information Missing	0	0	0
<b>Total</b>	<b>327</b>	<b>265</b>	<b>62</b>

**7. HMIS or Comparable Database Data Quality**

Total number of records for All Clients	327
Total number of records for Adults Only	327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

Figure 55. Question #27 and Question #7 from APR

## Question 2 – Income from Any Source Outcome (PH)

**Total Income** – Percentage of adult leavers and stayers who maintained or increased their cash income (Except the maintenance of \$0 income) (Source: APR Q23, Q24, Q7)

<b>Formula:</b>	$\frac{[(Q23: \text{Total adult leavers same income} + \text{more income}) + (Q24: \text{Total adult stayers same income} + \text{more income})] - (Q23: \text{total adult leavers same no income} + Q24: \text{total adult stayers same no income})}{Q23: \text{Total Adult Leavers} + Q24: \text{Total Adult Stayers}}$	
<b>Example:</b>	$\frac{(G + H + I + J) - (K + L)}{M + N} = \frac{(204 + 60 + 31 + 29) - (189 + 21)}{265 + 62} = .3486 = 34.86\%$	

### 23. Client Monthly Cash-Income Amount - Adult Leavers

Client Monthly Cash-Income Amount Number of Adult Leavers							
Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income Change	Average Change (\$) Monthly Income per Adult
No Income	232	190		<b>K</b> 189	43	0	\$65.73
\$1 - \$150	2	19	0	0	2	0	\$524.50
\$151 - \$250	2	14	0	0	2	0	\$523.20
\$251 - \$500	8	8	0	3	5	0	\$203.75
\$501 - \$750	7	10	0	5	2	0	\$139.57
\$751 - \$1,000	6	7	0	3	3	0	\$253.17
\$1,001 - \$1,250	3	6	0	2	1	0	\$33.33
\$1,251 - \$1,500	0	4	0	0	0	0	0
\$1,501 - \$1,750	2	1	1	0	1	0	(\$350.00)
\$1,751 - \$2,000	0	2	0	0	0	0	0
\$2,001 +	3	4	0	2	1	0	\$285.33
Don't Know/Refused	0	0				0	
Missing/No Follow-up	0	0				0	
<b>Total</b>	<b>265</b> <b>M</b>	265	1	<b>G</b> 204	<b>60</b> <b>H</b>	0	\$81.99

### 24. Client Monthly Cash-Income Amount by Entry and Latest Status

Client Monthly Cash-Income Amount by Entry and Latest Status Number of Adult Stayers							
Program Entry	Income at Entry	Follow-up Total	Less Income at Follow-up	Same Income at Follow-up	More Income at Follow-up	Unknown Income Change	Average Change (\$) Monthly Income per Adult
No Income	48	21		<b>L</b> 21	25	2	\$426.80
\$1 - \$150	1	9	0	0	1	0	\$2,000.00
\$151 - \$250	1	8	0	0	1	0	\$427.00
\$251 - \$500	1	1	0	1	0	0	\$0.00
\$501 - \$750	2	2	0	1	1	0	\$274.00
\$751 - \$1,000	5	5	0	5	0	0	\$0.00
\$1,001 - \$1,250	0	1	0	0	0	0	0
\$1,251 - \$1,500	1	3	0	1	0	0	\$0.00
\$1,501 - \$1,750	1	4	0	0	1	0	\$1,146.00
\$1,751 - \$2,000	2	3	0	2	0	0	\$0.00
\$2,001 +	0	3	0	0	0	0	0
Don't Know/Refused	0	0				0	
Missing/No Follow-up	0	2				0	
<b>Total</b>	<b>62</b> <b>N</b>	62	0	<b>I</b> 31	<b>29</b> <b>J</b>	2	\$395.90

Figure 56. Question #23 and Question #24 from APR

### Question 3 – Employment Outcome (PH)

**Employment Outcome** – Percentage of adults with earned income (Except adults over 62 years old) (Source: APR Q25a1, Q25b1, Q7, Q16)

<b>Formula:</b>	$\frac{\text{Q25a1: Total adult leavers w/earned income} + \text{Q25b1: Total adult stayers w/earned income}}{\text{Q7: Total Adults} - \text{Q16: Number of adult aged 62+}}$	
<b>Example:</b>	$\frac{O + P}{Q - R} = \frac{29 + 13}{327 - 6} = .131 = 13.1\%$	

#### 25a1. Cash Income Types by Exit Status - Leavers

Cash-Income Sources Type of Cash-Income Sources by Number of Persons - Leavers				
	Total	Adults	Children	Age Unknown
Earned Income	29	29	0	0
Unemployment Insurance	3	3	0	0
SSI	5	5	0	0
SSDI	2	2	0	0
Veteran's Disability	2	2	0	0
Private Disability Insurance	0	0	0	0
Worker's Compensation	0	0	0	0
TANF or Equivalent	0	0	0	0
General Assistance	1	1	0	0
Retirement (Social Security)	1	1	0	0
Veteran's Pension	3	3	0	0
Pension from Former Job	0	0	0	0
Child Support	0	0	0	0
Alimony (Spousal Support)	0	0	0	0
Other Source	34	34	0	0
<b>TOTAL</b>	<b>80</b>	<b>80</b>	<b>0</b>	<b>0</b>

#### 25b1. Cash-Income Sources - Stayers

Cash-Income Sources Type of Cash-Income Sources by Number of Persons - Stayers				
	Total	Adults	Children	Age Unknown
Earned Income	13	13	0	0
Unemployment Insurance	1	1	0	0
SSI	5	5	0	0
SSDI	0	0	0	0
Veteran's Disability	3	3	0	0
Private Disability Insurance	0	0	0	0
Worker's Compensation	0	0	0	0
TANF or Equivalent	0	0	0	0
General Assistance	2	2	0	0
Retirement (Social Security)	1	1	0	0
Veteran's Pension	0	0	0	0
Pension from Former Job	1	1	0	0
Child Support	0	0	0	0
Alimony (Spousal Support)	0	0	0	0
Other Source	20	20	0	0
<b>TOTAL</b>	<b>46</b>	<b>46</b>	<b>0</b>	<b>0</b>

Figure 57. Question #25a1 and Question #25b1 from APR

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: PERMANENT SUPPORTIVE HOUSING PROJECT INSTRUCTIONS**

**7. HMIS or Comparable Database Data Quality**

Total number of records for All Clients	327
Total number of records for Adults Only	<b>Q</b> 327
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

**16. Age**

Age Number of Persons in Households					
	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Under 5	0	0	0	0	0
5 - 12	0	0	0	0	0
13 - 17	0	0	0	0	0
18 - 24	44	44	0	0	0
25 - 34	94	94	0	0	0
35 - 44	72	72	0	0	0
45 - 54	90	90	0	0	0
55 - 61	21	21	0	0	0
62+	<b>R</b> 6	6	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	0	0	0	0	0
Age Error (Negative Age or 100+)	0	0	0	0	0
<b>Total</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 58. Question #7 and Question #16 from APR

**Question 4 – Non-Cash Benefits Outcome (PH)**

**Non-Cash Benefits** – Percentage of adults who were in receipt of non-cash benefits (Source: APR Q26a2, Q26b2)

<b>Formula:</b>	$\frac{\text{Q26a2: Total adult leavers with 1+ sources} + \text{Q26b2: Total adult stayers with 1+ source}}{\text{Q26a2: Total Adult Leavers} + \text{Q26b2: Total Adult Stayers}}$	
<b>Example:</b>	$\frac{S + T}{U + V} = \frac{23 + 13}{265 + 62} = .110 = 11.0\%$	

**26a2. Non-Cash Benefits by Exit Status - Leavers**

Client Non-Cash Benefits by Exit Status  
 Number of Non-Cash Benefits by Number of Persons - Leavers

	Total	Adults	Children	Age Unknown
No Sources	240	240	0	0
1+ Source(s)	23	<b>S</b> 23	0	0
Don't Know / Refused	1	1	0	0
Missing this Information	1	1	0	0
<b>TOTAL</b>	<b>265</b>	<b>U</b> 265	<b>0</b>	<b>0</b>

**26b2. Number of Non-Cash Benefit Sources - Stayers**

Client Non-Cash Benefits by Exit Status  
 Number of Non-Cash Benefits by Number of Persons - Stayers

	Total	Adults	Children	Age Unknown
No Sources	48	48	0	0
1+ Source(s)	13	<b>T</b> 13	0	0
Don't Know / Refused	0	0	0	0
Missing this Information	1	1	0	0
<b>TOTAL</b>	<b>62</b>	<b>V</b> 62	<b>0</b>	<b>0</b>

Figure 59. Question #26a2 and Question #26b2 from APR

## Section 2: Project Performance

Use e-snaps for Question 5, Level I APR and HIC for Question 6, and e-snaps screenshot or last year's Exhibit 2 for Question 7.

### Question 5 – APR Submitted On Time (PH)

Use e-snaps screenshot to determine submission date: Was most recent APR submitted within 90 days after the end of the project's previous operating year? Enter Y or N in the Raw Data field and the points will auto populate the "Score Formula" column of the Scoring Tool.

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
 SDHC Merged Grant 085050	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:18:27 PM
 SBCS La Posada 084021	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:51:41 PM
 San Diego LGBT Community Center - Del Mar Grant 085003	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:35:33 PM
 Pathfinders of San Diego-Streamview 081122	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:57:36 PM
 TACHS Cove Apartments 085906	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 27, 2013 7:37:46 PM

#### SDHC Merged Grant APR Submission Documentation

All projects submitted on time.

Figure 60. E-snaps screen shot of APR submission

## Question 6 – Bed Utilization (PH)

Choose the ONE CALCULATION below that applies to the program (A-Singles, B-Families, or C-Both). The Cover Page submitted with Level I will indicate Target Population. If the calculation result falls within locally decided range of 85% to 105%, enter 5 in the Raw Data field on the Scoring Tool. If result does not fall within range, enter 0 in “Raw Data” field.

Use APR Q.8 (Persons Served), APR Q.9 (Households Served), and HIC Report.

### A. Project Serving Singles

Numerator: APR Q.8, Average number of singles served

Denominator: HIC, Total number of beds for singles

### B. Project Serving Families

Numerator: APR Q.9, Average number of families in households served (PITC Total January + Total April + Total July + Total October; Divide Total Sum by 4)

Denominator: HIC, Total number of units for families

### C. Mixed Project

Numerator: Average number of persons in families served (PITC Total January + Total April + Total July + Total October; Divide Total Sum by 4) + Average number of singles served

Denominator: HIC, Total number of units for households with families + Total number of beds for singles

**Bed Utilization (Singles only, Families, OR Mixed (singles and families) – Average daily unit utilization rate during the operating year [Sources: APR Q8, Q9 & Housing Inventory Count (HIC)]**

#### A. Project Serving Singles

Formula:	$\frac{\text{Q8: Total average number of single persons served}}{\text{HIC: Total number of beds for singles}}$	
Example:	$\frac{W}{X} = \frac{58.7}{64} = .9172 = 91.72\%$	

## 8. Persons Served During the Operating Year by Type

### Number of Persons in Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Adults	327	327	0	0	0
Children	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0
Missing Information	0	0	0	0	0
<b>TOTAL</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Average Number of persons Served Each Night

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Average Number of Persons	58.7	58.7	0	0	0

### Point-in-Time Count of Persons on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	51	51	0	0	0
April	65	65	0	0	0
July	59	59	0	0	0
October	59	59	0	0	0

Figure 61. Question #8 from APR

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: PERMANENT SUPPORTIVE HOUSING PROJECT INSTRUCTIONS**

Year	Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	CH Beds	Year-Round Beds
2013	TH	Organization ABC	Program 123	61116	C		SMF	NA	Yes	0	0	12	0		12
2013	TH	Organization ABC	Program 456	63924	C		SM	NA	Yes	0	0	36	0		36
2013	ES	Organization XYZ	Program 357	63210	C	Facility-based beds	SMF	NA	No	0	0	X 64	0		0
2013	ES	Organization DEF	Program 369	63924	C		SMF	VET	Yes	0	0	10	0		10
2013	PSH	Organization DEF	Program 258	63210	C		SM	NA	Yes	0	0	6	0		6

Figure 62. Screen Shot of Housing Inventory Chart (HIC)

**B. Project Serving Families**

<b>Formula:</b>	$\frac{(Q9: \text{Total PITC Of Households serving children and adults: January} + \text{April} + \text{July} + \text{October})}{4}$		$\frac{\text{HIC: Total number of units with children}}{\text{CC}}$	
<b>Example:</b>	$\frac{(Y + Z + AA + BB)}{4} = \frac{(26 + 26 + 24 + 28)}{26} = 1.00 = 100\%$			

**9. Households Served During the Operating Year**

Number of Households Served During the Operating Year					
	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Households	122	18	104	0	0

Point-in-Time Count of Households Served on the Last Wednesday in					
	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	34	8	26 Y	0	0
April	34	8	26 Z	0	0
July	29	5	24 AA	0	0
October	34	6	28 BB	0	0

Figure 63. Question #9 from APR

Year	Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	CH Beds	Year-Round Beds
2013	TH	Organization ABC	Program 123	61116	C		HC	NA	Yes	15	3	0	0		15
2013	TH	Organization ABC	Program 456	60720	C		HC	NA	Yes	109	18	0	0		109
2013	PSH	Organization DEF	Program 258	63210	C		SM	NA	Yes	143	CC 26	0	0		6
2013	ES	Organization XYZ	Program 357	61116	C		HC	NA	Yes	19	5	0	0		19
2013	ES	Organization DEF	Program 369	61116	N		HC	NA	Yes	0	0	6	0		6

Figure 64. Screen shot of the Housing Inventory Chart (HIC)

Renewal Project Evaluation & Scoring Tool Instructions  
 IMPORTANT: **PERMANENT SUPPORTIVE HOUSING** PROJECT INSTRUCTIONS

**C. Mixed - Projects Serving Both Singles and Families**

<i>Formula:</i>	$\frac{(Q8: \text{Total Average number of single persons Served}) + [(Q9: \text{Total PITC Of Households with children and adults served} - \text{January} + \text{April} + \text{July} + \text{October}) / 4]}{\text{HIC: Total number of beds Households w/out children} + \text{HIC: Total number of units households with children}}$
<i>Example:</i>	$\frac{DD + EE}{FF + GG} = \frac{58.7 + 26}{64 + 26} = .9411 = 94.11\%$

**Note:** For mixed projects, use example screen shots for projects serving singles and projects serving families (above) for guidance in formula.

**Question 7 – Leverage (PH)**

Use leverage letters submitted with Level II in Dropbox for the total Match and Leveraged funds. Use the Cover Page submitted with Level I in Dropbox for the total HUD Award Amount Request amount.

<i>Formula:</i>	$\frac{\text{Total Leveraged Amount}}{\text{Total Request}}$
<i>Example:</i>	$\frac{HH}{II} = \frac{\$1,000,000}{\$500,000}$

Renewal Project Evaluation & Scoring Tool Instructions  
IMPORTANT: **PERMANENT SUPPORTIVE HOUSING** PROJECT INSTRUCTIONS

ABC ORGANIZATION LETTERHEAD

October 3, 2013

San Diego Regional Continuum of Care

**RE: Project Cash Match - for Grant Awarded out of the 2013 NOFA, ABC PROJECT, Program Year 2/1/14 – 1/31/15**

To Whom It May Concern:

This letter confirms that \$125,000 will be provided to meet HUD cash match requirements for our ABC Program for the 2014 program year, which will begin on February 1, 2014.

The sources of this cash match are a local grant from the San Diego Housing Commission, client rent, a contract with the Veteran's Administration, and private contributions. These funds have been and will continue to be available between February 1, 2014 and January 31, 2015.

In addition to the aforementioned cash match, an additional \$875,000 will be provided as program leverage above and beyond the mandatory cash match. The sources of these additional leverage are land value, a local foundation grant, client rent, and private contributions. These funds have been and will continue to be available between February 1, 2014 and January 31, 2015.

**HH**

A total of \$1,000,000 will be matched and leveraged.

If you have additional questions regarding this information, please do not hesitate to contact me at 619-

Figure 65. Sample Leverage Letter

BUDGET for ONE YEAR (Last one approved by HUD)	HUD Award Amount
Acquisition /Rehab	0
Relocation Assistance	0
Leasing	0
Rental Assistance	0
Supportive Services	250,000
Operations	225,000
HMIS	10,109
Administration	14,891
<b>TOTAL</b>	<b>500,000</b>

Figure 66. Cover Page Snapshot

## Section 3: Agency Performance

Use HUD Level I submission of the most recent Independent Audit completed and HUD or Local Monitoring Letters, or a statement that no local or HUD monitoring reviews have occurred for both questions in Section 3.

### Question 8 – HUD Monitoring (PH)

If HUD Level I submission shows “Monitored: no findings/concerns,” enter 5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows, “Monitored: concerns and/or findings with letter of correction,” enter 3.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows, “Not monitored,” enter 2.5 in the Raw Data field on the Scoring Tool.

### Question 9 – Fiscal Accountability (PH)

If HUD Level I submission shows “No Deficiencies,” enter 5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “Technical/Corrected,” enter 3.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “1 Finding,” enter 2.5 in the Raw Data field on the Scoring Tool.

If HUD Level I submission shows “2+ Findings,” enter 0 in the Raw Data field on the Scoring Tool.

AGENCY PERFORMANCE Maximum Value = 10 pts					
#8 - HUD Monitoring (5 pts) Data Source: Level 1 information.	Instructions	Reference	Raw Data	Score Formula	Total Points
	Use chart at right and enter corresponding value			0.0000	0.0000
#9 - Fiscal Accountability (5 pts) Data Source: Level 1 A-133 Financial Report submitted.	Instructions	Reference	Raw Data	Score Formula	Total Points
	Use chart at right and enter corresponding value		0	0.0000	0.0000
Total Points Assigned Agency Performance Section					0.0000

HUD Monitoring	
Monitored: no findings/concerns	5
Monitored: concerns and/or findings with letter of correction	3.5
Not monitored	2.5

Fiscal Accountability	
No Deficiencies	5
Technical/Corrected*	3.5
1 Finding	2.5
2+ Findings	0

Figure 67. Agency Performance Scoring Tool Snapshot

## Section 4: CoC Strategic Planning

RCCC records will be used for both questions in Section 4.

### Question 10 – RCCC Attendance (PH)

If RCCC records indicate attendance was at least 75%, enter Y in the Raw Data field; if records indicate attendance was not at least 75%, enter N in the Raw Data field. The points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 11 – Committee/Action Group Participation (PH)

If RCCC records indicate attendance was at least 75%, enter Y in the Raw Data field; if records indicate attendance was not at least 75%, enter N in the Raw Data field. The points will auto populate the “Score Formula” column of the Scoring Tool.

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: PERMANENT SUPPORTIVE HOUSING PROJECT INSTRUCTIONS**

CoC STRATEGIC PLANNING Maximum Value = 10 pts					
	Instructions	Reference	Raw Data	Score Formula	Total Points
#10 - Attendance @ RCCC = 75%+ (5 pts) Data Source: RCCC sign-in sheet	Enter Y/N in cell at right			0.0000	0.0000
#11 - Sub-Committee or Action Group Participation (5 pts) Data Source: Committee participation = 75% attendance as reported by chair	Enter Y/N in cell at right			0.0000	0.0000
Total Points Assigned Agency Performance Section					0.0000

Figure 68. Strategic Planning Scoring Tool Snapshot

## Section 5: HMIS/PIT

Use RTFH Report for Questions 12, 14, 16, and 17; use HIC Comparison and most recent APR for Question 13 and Question 15.

### Question 12 – HIC Info Submitted On Time (PH)

Use RTFH Report to answer: Was HIC Info submitted on time? Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 13 – HIC Info Match/Exceed HUD Funded Beds (PH)

Use HIC Comparison and e-snaps Exhibit 2 Question.4B to answer: Does HIC info match or exceed HUD funded beds? Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 14 – Point In Time Count Participation (PH)

Use RTFH Report to answer: Was there Point In Time Count participation? (Y/N) Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

### Question 15 – HMIS Data Quality: Percent Null Values (PH)

Use Level I APR Question #7 to answer.

Enter the missing data for each data element in the Raw Data Column on the Scoring Tool. The Total Number of Clients, percentages, and point allocations will auto-populate. 3 Points are deducted for each field that has a greater than 10% null/missing value for UDEs and Program Specific Data Elements (PSDEs). The final point will auto-populate the Raw Data field on the Scoring Tool.

Formula:	<div> <div>(Q7: Total Number of Clients with Missing Data (per element))</div> <div>_____</div> <div>(Q7: Total Number of Clients)</div> </div> <div> <div>if &gt; 10% = 3 points deducted</div> <div>if &lt;/=10% = 0 points deducted</div> </div>
Example:	<div> <div>XX/HHH &lt;10% = 0 pts deducted</div> <div>1/327 = .003 &lt; less 10% = 0 pts deducted</div> </div>

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: PERMANENT SUPPORTIVE HOUSING PROJECT INSTRUCTIONS**

**7. HMIS or Comparable Database Data Quality**

Total number of records for All Clients	HHH	327
Total number of records for Adults Only		327
Total number of records for Unaccompanied Youth		0
Total number of records for Leavers		265

Data Element	Don't Know or Refused	Missing Data
First Name	0	JJ 0
Last Name	0	KK 0
SSN	0	LL 0
Date of Birth	0	MM 0
Race	0	NN 0
Ethnicity	1	OO 0
Gender	0	PP 0
Veteran Status	1	QQ 0
Disabling Condition	2	RR 0
Residence Prior to Entry	1	SS 0
Zip of Last Permanent Address	0	TT 0
Housing Status (at entry)	0	UU 0
Income (at entry)	1	VV 0
Income (at exit)	1	WW 0
Non-Cash Benefits (at entry)	2	XX 1
Non-Cash Benefits (at exit)	1	YY 1
Physical Disability (at entry)	0	ZZ 0
Developmental Disability (at entry)	0	AAA 0
Chronic Health Condition (at entry)	0	BBB 0
HIV / AIDS (at entry)	0	CCC 0
Mental Health (at entry)	0	DDD 0
Substance Abuse (at entry)	0	EEE 0
Domestic Violence (at entry)	2	FFF 0
Destination	1	GGG 0

Figure 69. Question #7 from APR

**Question 16 – All Beds Covered (PH)**

Use RTFH Report to answer: *Were all beds covered?* Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

**Question 17 – HMIS Participation (PH)**

Use RTFH Report to answer: *Was there HMIS participation?* Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

Renewal Project Evaluation & Scoring Tool Instructions  
**IMPORTANT: PERMANENT SUPPORTIVE HOUSING PROJECT INSTRUCTIONS**

HMIS/PIT Maximum Value = 23 pts					
	Instructions	Reference	Raw Data	Score Formula	Total Points
#12 - HIC info submitted on time? (2 pts) Data Source: RTFH Report	Enter Y/N in cell at right		y	2.0000	2.0000
#13 - Does HIC info match/exceed the HUD funded beds (2 pts) Data Source: HIC and Q4B of Ex. 2 (total beds)	Enter Y/N in cell at right		y	2.0000	2.0000
#14 - Point in Time Count Participation (2 pt) Data Source: RTFH Report	Enter Y/N in cell at right		y	2.0000	2.0000
#15 - Percent Null Values (15 pts) Data Source: APR Q.7	Start with 15 points and deduct 3 points for each field that has a greater than 10% missing data for UDEs and PSDEs to 0.		Raw Data		
	First Name	II	0	0%	0.0000
	Last Name	JJ	0	0%	0.0000
	SSN	KK	0	0%	0.0000
	Date of Birth	LL	0	0%	0.0000
	Race	MM	0	0%	0.0000
	Ethnicity	NN	0	0%	0.0000
	Gender	OO	0	0%	0.0000
	Veteran Status	PP	0	0%	0.0000
	Disabling Condition	QQ	0	0%	0.0000
	Residence Prior to Entry	RR	0	0%	0.0000
	Zip of Last Permanent Address	SS	0	0%	0.0000
	Housing Status (at entry)	TT	0	0%	0.0000
	Income (at entry)	UU	0	0%	0.0000
	Income (at exit)	VV	0	0%	0.0000
	Non-cash Benefits (at entry)	WW	1	0%	0.0000
	Non-cash Benefits (at exit)	XX	1	0%	0.0000
	Physical Disability (at entry)	YY	0	0%	0.0000
	Developmental Disability (at entry)	ZZ	0	0%	0.0000
	Chronic Health Condition (at entry)	AAA	0	0%	0.0000
	HIV/AIDS (at entry)	BBB	0	0%	0.0000
	Mental Health (at entry)	CCC	0	0%	0.0000
	Substance Abuse (at entry)	DDD	0	0%	0.0000
	Domestic Violence (at entry)	EEE	0	0%	0.0000
	Destination	FFF	0	0%	0.0000
	Total Number of Clients (From cell E8 above)	GGG	327		
			Raw Data	Score Formula	Total Points
			15.0000	= SUM (I1FFF) / GGG	15.0000
#16 - All beds covered? (1 pt) Data Source: RTFH Report	Enter Y/N in cell at right			0.0000	0.0000
#17 - HMIS Participation (1 pt) Data Source: RTFH Report	Enter Y/N in cell at right			0.0000	0.0000
Total Points Assigned HMIS/PIT Section					21.0000

Figure 70. HMIS / PITC Scoring Tool Snapshot

## Section 6: Bonus Points

### Data Driven Local Priorities

In addition to the 100 points, the RCCC established additional bonus points for each priority category with a **maximum of 10 points** total bonus points as follows:

#### Target Population Priority

**QUESTION 18 – Chronic – Up to 5 points** Permanent Supportive Housing Projects with beds dedicated for chronically homeless residents may receive up to 5 bonus points. Projects will receive the percentage of beds dedicated for chronically homeless as reported on their 2012 Project Application (Exhibit 2) Question 4B in e-snaps divided by the total number of project beds multiplied by 5.

Formula:	$\frac{\text{Q4b: Total Number of Chronic Homeless (CH) Beds (III)}}{\text{Total Beds (JJJ)}} = .50\% \times 5\text{pts} = 2.5 \text{ pts}$			
Example:	III	14		
	JJJ	28		

**4B. Housing Type and Location**

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

Total Units:

Total Beds:

Total CH Beds:  JJJ

III

Figure 71. Snap shot from e-snaps Question 4b.

**QUESTION 19 – Veterans – Up to 5 points** Projects serving Veteran clients may receive up to 5 bonus points based upon the percentage of total Veterans served as reported on Question 21 of their July 1, 2012 – June 30, 2013 submitted APR divided by the total number of people served multiplied by 5.

**Veterans Served – Percentage of Veterans Served in Program (Source: APR Q21, Q7)**

Formula:	$\frac{\text{Q21: Total Number of Veterans}}{\text{Q7: Total Number of Adults}}$	
Example:	$\frac{\text{KKK} \quad 36}{\text{LLL} \quad 327} = .110 = 11.0\% \times 5 \text{ pts} = .55 \text{ pts}$	

**21. Veteran Status**

Veteran Status Number of Adults in Households				
	Total	Without Children	With Children and Adults	Unknown HH Type
Veteran <span style="color: red; font-weight: bold;">KKK</span>	<input type="text" value="36"/>	36	0	0
Not a Veteran	290	290	0	0
Don't Know/Refused	1	1	0	0
Information Missing	0	0	0	0
<b>Total</b>	<b>327</b>	<b>327</b>	<b>0</b>	<b>0</b>

**7. HMIS or Comparable Database Data Quality**

Total number of records for All Clients	327
Total number of records for Adults Only <span style="color: red; font-weight: bold;">LLL</span>	<input type="text" value="327"/>
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	265

Figure 72. Question #21 and Question #7 from APR

**Program Component Priority** – Using Level I Cover Sheet answer Y/N to each of the Program Component

Priority questions:

**QUESTION 20 – Permanent Supportive Housing** Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

**QUESTION 21 – Rapid Rehousing** Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

Renewal Project Evaluation & Scoring Tool Instructions  
 IMPORTANT: **PERMANENT SUPPORTIVE HOUSING** PROJECT INSTRUCTIONS

Item	Information
GRANTEE NAME	Agency ABC
PROJECT NAME	Program ABC
Sponsor's Name ( If different from Grantee)	N/A
Person to Contact about Application	Joe Smith
Email address for Contact Person	<a href="mailto:Joesmith@abc.org">Joesmith@abc.org</a>
Phone Number	619-555-5555
GRANT NUMBER (for grant EXPIRING in 2014)	CA0535L9D111111
DATE GRANT EXPIRES	31-Jan-14
Program Type (TH, Safe Haven, PSH, S+C, SSO, Rapid RH, Rental Asst.)	PSH
Number of Beds funded	28
Number of Units Funded	2
Number of Bedrooms (total)	15
Target Population (Families, individuals, youth)	IND
Special Needs Population (chronic, DV, Veterans, youth, SMI, AOD)	Chronic, SMI

Figure 73. Level I Cover Sheet Snapshot

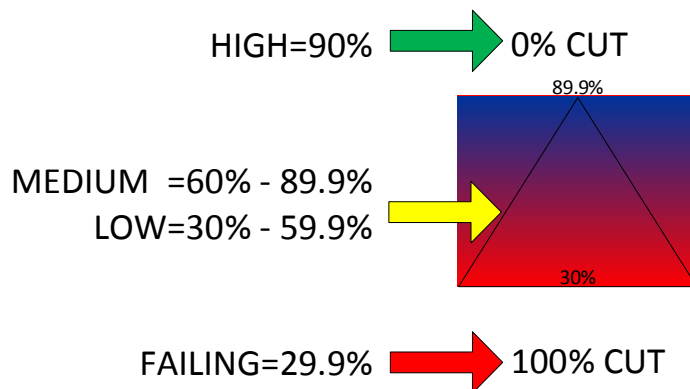
**Self-Selecting Reallocation** – Using RCCC Report from Statement of Interest and Level I Cover Sheet to determine re-allocation.

**QUESTION 22 – Projects Self-Selecting** to Reallocate to Permanent Supportive Housing (and Rapid Rehousing only if allowable per NOFA) RCCC will provide a report. Enter Y or N in the Raw Data field and the points will auto populate the “Score Formula” column of the Scoring Tool.

## VII. Funding Strategies

HUD has indicated funding cuts will occur. An objective process to reward high performing projects has been established. To ensure the San Diego Regional Continuum of Care Council (RCCC) has the opportunity to prioritize projects in the event that HUD is not able to fund all renewals, an objective process for project evaluation and funding strategies has been established and is pictured below. All projects will be evaluated by the outcomes accomplished during the same term (July 1, 2012 – June 30, 2013). The RCCC's Rating & Review Committee developed program-specific evaluation tools and all programs (PSH, TH & SSO, and SH) will be measured on program-specific performance goals, scored, and rated as a high performing, moderately performing, low performing, or failing performing projects relative other programs and established RCCC goals.

The process will allow HIGH performing renewal projects to avoid funding cuts; it will eliminate funding of projects falling in the "FAILING" range; and will spread the remainder of the HUD funding cuts across the MODERATE and LOW projects which will realize a calculated percentage reduction of their requested renewal amount based upon their summary score.



After scoring is complete, the Scoring Committee will create the ranked list and propose the initial S-curve to the Steering Committee. Once the HUD CoC NOFA is released the RCCC will publish final ranked order and funding cuts. Additional information about funding cuts will be made public as it becomes available. An example of an S-curve is below.

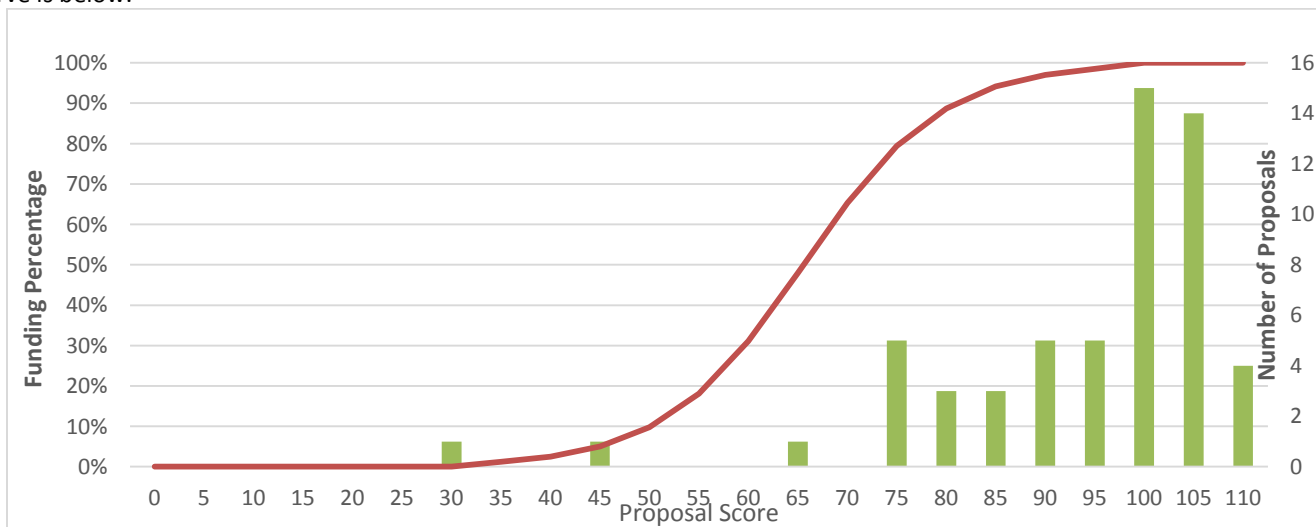


Figure 74. Sample S Curve

**Priorities (for un-scored projects and ties)**

- a. HMIS
- b. Rapid Re-housing new project from last year
- c. Projects that have not yet completed a full operating term
- d. High-performing renewals
- e. Self Re-allocated projects
- f. Moderate renewals
- g. New projects
- h. Low performing renewals.

**VIII. Possible Future Scoring Criteria**

The Rating & Review Committee has identified possible scoring factors to be considered next year. CoC Staff will work with projects, the Rating & Review Committee and the Steering Committee to identify targets, data sources, and scoring methodologies for continual improvement in the evaluation process.

<b>2014 Possible Scoring Factors</b>
<b>Project Outcomes</b> Housing Outcome Income Outcome Non Cash Benefits Reduced Average Length of Stay Recidivism Rate Acuity
<b>Project Performance</b> Bed Utilization Leverage
<b>Agency Performance</b> HUD Monitoring Fiscal Audit Frequency of LOCCS Draw Downs Grant Spend Out
<b>CoC Strat Planning/Community Involvement</b> Attendance Subcommittee PITC Participation – compared to organization size 100,000 Homes Participation Participation in Coordinated Intake Unmet Need - Systems Mapping
<b>HMIS</b> HMIS Participation/Certification Report Card /Data Quality Frequency of Data Input

## IX. Technical Assistance and Contact Information

For additional questions related to the 2013 RCCC evaluation process, deadlines, and applications, please contact:

Contact Name	Phone Number	Email
Camey Christenson	760-845-4325	<a href="mailto:cameychristenson@gmail.com">cameychristenson@gmail.com</a>
Patricia Leslie	619-849-2676	<a href="mailto:patricialeslie@pointloma.edu">patricialeslie@pointloma.edu</a>

**X. 2013 NOFA Renewal Programs Evaluation Process: Appeals Form**

Name of Agency: \_\_\_\_\_

Program /Project Name: \_\_\_\_\_

Program/Project Address: \_\_\_\_\_

\_\_\_\_\_

Part I- Section and Question (Measurement and Source/Score) being appealed and why.

Section: \_\_\_\_\_ Question: \_\_\_\_\_

Explanation:

Section and Question (Measurement and Source/Score) being appealed and why.

Section: \_\_\_\_\_ Question: \_\_\_\_\_

Explanation:

Section and Question (Measurement and Source/Score) being appealed and why.

Section: \_\_\_\_\_ Question: \_\_\_\_\_

Explanation:

Part II- Executive Director /Other Executive Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments: